



HANDBOOK
ENGLISH

A2·B1



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0 Introduction

telc English A2·B1 is a standardised, dual-level examination which measures general language competence over two levels of the *Common European Framework of Reference for Languages (CEFR)* using a task-based, communicative approach. telc GmbH now offers this new examination in three different versions: the general language version *telc English A2·B1* and two target-group specific ones, *telc English A2·B1 School* and *telc English A2·B1 Business*. They are all part of our extensive programme of English tests.

telc stands for “The European Language Certificates”. This means that telc English examinations have been developed according to European standards, but this name also emphasises that English is only one of ten languages tested by telc.

The European Language Certificates were originally aimed exclusively at adults. Over time the educational landscape has changed dramatically, and telc now also offers special exams for school pupils, the latest one being the dual-level *telc English A2·B1 School* examination. As a complement to this comprehensive *telc English A2·B1 Handbook*, we have produced a new booklet, the *telc English A2·B1 School Handbook Supplement*, which gives more detailed information on the special aspects of this examination such as the topics and vocabulary suitable for the age group.

telc – language tests has a firm tradition of offering examinations to test candidates' language competence in the working environment. For English these originally comprised *English B1 for Business Purposes* and *English B2 for Business Purposes*, now known as *telc English B1 Business* and *B2 Business*, respectively. These exams assess whether learners can fulfil the language requirements of the modern workplace, particularly in oral and written communication with colleagues and business partners; it has never been the aim to test specific content or knowledge, e.g. of accountancy or economics. The latest telc English Business examination is the dual-level *telc English A2·B1 Business*. The new *telc English A2·B1 Business Handbook* complements the *telc English A2·B1 Handbook* by providing information on the special aspects of this examination.

The *telc English A2·B1* format has been carefully developed to assess a precise combination of competencies at levels A2 and B1 within one single examination. It contains tasks to test reading, writing, speaking and listening at both levels, many of which are similar to those found in the traditional telc English examinations. The CEFR describes learners at A2 level as basic users (Waystage) and at B1 as independent users (Threshold Level); however, the transition between these categories represents a major hurdle for many learners. Test takers at A2·B1 level are likely to be those interested in being assessed on their language skills, but who are not sure which single level examination is the right one for them. The dual-level test measures and certifies which of the two possible competence levels being tested has been reached. Upon completion of the test, candidates receive a breakdown of their skills for each of the separate areas of reading and listening, writing and speaking, together with the overall level achieved: A2 or B1. Thus all participants have the chance to successfully complete the examination, which is especially encouraging for mixed-ability groups of learners. Test takers have the additional advantage of being able to find out exactly where their skills lie, as the telc Certificate precisely documents the different levels they have reached in the various language competencies.

This handbook aims to describe the objectives of *telc English A2·B1* as well as the needs of the targeted learner population. It also explains how these were implemented in the development of the test format. telc's claim that this examination is aligned to the CEFR is substantiated using evidence relating both to the examination as a whole and to each individual subtest. The test format, both for receptive and for productive skills, is described in detail, together with the marking criteria and the scoring scheme.

In order to give guidance regarding the kind of vocabulary and grammar on which *telc English A2·B1* is based, lists of lexis and structures were collated. The aim of these lists is to help authors of test items

and teaching material to select an appropriate level of language. However, they are not suitable as a teaching aid in classes.

We are particularly grateful to Barry O'Sullivan, Professor of Applied Linguistics at Roehampton University, London, and Director of the Centre for Language Assessment Research, for his invaluable help in collating and revising *Inventory G – Grammar* and *Inventory V – Vocabulary*.

This Handbook is designed for teachers who wish to prepare their learners for telc English examinations as well as for examiners, test constructors, course book writers, heads of language departments in schools, company personnel officers and all those interested in telc – language tests and its contribution to the assessment of language competence.

About telc – language tests

telc stands for “The European Language Certificates,” and telc – language tests is the name under which telc GmbH, the non-profit subsidiary of the German Adult Education Association (Deutscher Volkshochschul-Verband, DVV), develops, constructs and distributes over 55 examinations and certificates in, at present, ten European languages. telc is the only language provider in Europe to offer a comprehensive selection of tests following a standard design in such a wide range of languages.

telc cooperates with language course providers in almost twenty European countries. In Germany the Regional Federations of the Adult Education Association and many private language schools are authorised Examination Centres for telc – language tests. The all-encompassing guideline for the telc programme of examinations and our yardstick for quality-orientated testing is the *Common European Framework of Reference for Languages* (CEFR). *telc – language tests* consistently align their examinations to this external reference system (cf. Chapter 1.5 of this Handbook).

telc is a member of the Association of Language Testers in Europe (ALTE) and as such is committed to upholding its quality standards. The ALTE has developed a system of auditing its members to ensure that their examinations are of the highest possible quality. Testing organisations may make a formal claim that a particular test or suite of tests has an adequate quality profile. The ensuing audit investigates whether the 17 minimum quality standards (cf. Chapter 1.4 of this Handbook) are being met. Detailed proof must be supplied that the examination provider in question has fulfilled every one of them.

All telc examinations are measured against ALTE's internationally recognised standards. This begins with the careful construction of each test version. Recognised statistical methods are used on tests-in-construction (pre-testing) and tests-in-action in order to find out the suitability and level of difficulty for each individual task to differentiate between the candidates with the required amount of selectivity. telc continues with a comprehensive analysis of all involved in the actual examination and culminates in the strict administration of the test itself. The objective validity of the rating scale and the evaluation criteria are further essential benchmarks, as is the reliable communication of the results to candidates and examination centres.

This commitment to excellence demonstrates that telc GmbH works towards the highest standards in all areas of language learning, teaching and assessment. It promotes the quality of modern communicative foreign language education and supports the Council of Europe's goals of multilingualism and integration, mutual understanding and mobility within Europe.

1 Background Information

1.1 Dual-level Examination

This chapter will explain how language skills are assessed over the two CEFR levels A2 and B1 and why it is important to develop this kind of evaluation carefully. While it might seem a simple solution just to award A2 for test takers who are slightly below B1, this is not how *telc English A2·B1* was constructed. The test developers made an extra effort by carefully defining two cut-off scores, one for A2 and one for B1, instead of the one cut-off score typical for single-level examinations.

telc's aims when developing this test were to

- provide test takers with a valid certificate either at level A2 or at level B1,
- achieve this within a manageable time frame for the actual examination, i.e. with as few test items as possible,
- give test takers a profile of their abilities as well as certifying the overall level achieved.

In order to fulfil the second aim, the subtests Listening and Reading are counted together for the final result of the test. Thus 45 items can be taken into account when determining whether a test taker has reached level A2 or B1 in the receptive skills. Each subtest seen by itself (with only 20 or 25 items respectively) would not provide the necessary amount of information about the test taker's ability. Therefore, if the results for Listening and Reading were to be reported separately, these subtests would have to include twice as many items. Considerations of time versus cost as well as practicability led to the decision to combine the two subtests.

This means that *telc English A2·B1* has three parts which are evaluated separately:

- Listening / Reading
- Writing
- Speaking

The level achieved for each of these parts can be either "B1", "A2" or "below A2". The methods used for this evaluation are explained below.

The A2·B1 test cannot measure a test taker's ability below the CEFR level A2, so no distinction is made between A1 and below A1.

Listening / Reading

In this part test takers are awarded one point for each item. The result is graded as follows:

- 33–45 points: B1
- 20–32 points: A2
- 0–19 points: below A2

How were these cut-off scores defined? In the process of test development, different qualitative and quantitative methods were applied.

First of all, the relevant descriptors of the CEFR were analysed and used to develop the first test items. In this first phase, the expertise of experienced teachers and item writers for the relevant levels was an invaluable instrument for fine-tuning the items. As soon as the first draft of the mock examination was available, a more formal type of expert judgement was required. The aim was to determine whether the items had the necessary validity and could be used in pretesting.

A benchmarking seminar was held for the experts, applying some of the methods laid out by the *Manual for Relating Language Examinations to the Common European Framework of Reference* of the Council of Europe.

The results of this qualitative judgement had to be corroborated by quantitative data. Pretesting was therefore done in several stages, starting on a small scale for first adjustments and proceeding to statistically valid numbers of candidates (about 200 are needed for a test version). In order to determine the difficulty of prospective A2 and B1 items, anchor items with known positions on the CEFR scale were used. This made it possible to position the new items within the CEFR system of competence levels.

When creating new test versions, items of the same levels of difficulty as those defined during the phase of test development have to be used. This is ensured by means of continual pretesting as well as post-test analysis. It is especially important for the number of A2 and B1 items to remain the same in the different versions, thus providing the same evaluation for each test taker. However, it is not specified exactly which item has to be on level A2 or B1, allowing for a certain amount of flexibility.

Writing

Productive skills require open-ended test formats. These need to be developed in a different way to the receptive tasks.

While the task itself is the focus point for the test taker and has to be constructed carefully, it is even more important to have rating criteria that allow standardised judgement of the response in a manner relevant to the test specifications.

For the examination *telc English A2·B1*, the above-mentioned standardisation as laid down in the *Manual* was achieved with the help of a benchmarking session done with samples of written production. After a familiarisation and calibration phase, the participants of the benchmarking session were able to judge whether writing samples were situated on level A2 or B1 (or another one). These samples now serve as a point of reference for rater training.

In order to determine the cut-off scores between the CEFR levels A2 and B1, the test was constructed in such a way as to restrict the vocabulary of the input material to A2, whilst producing a communicative situation which allows for the test takers to respond at either level.

As far as the rating of written performance is concerned, it is necessary to distinguish between appropriateness in regard to content and in regard to linguistic competence. The following marking criteria were established:

- Task Management: Appropriateness in achieving the given task and addressing the guiding points, accuracy in conveying the communicative aim
- Communicative Design: Range of register and language functions, achievement of cohesion and coherence
- Accuracy: Correctness and control of grammar, orthography and punctuation at an appropriate level
- Vocabulary: Range and control of vocabulary used

For each of these four criteria the rater has to decide whether the test taker's performance is equivalent to the CEFR level B1 or A2 and whether it corresponds more to the upper or to the lower end of the relevant level.

In order to ensure that raters are equipped to make this kind of decision, it is necessary to qualify them by conducting rater training. In the course of this, each prospective rater must demonstrate the ability to assess test takers' performances adequately using the above-mentioned criteria.

Although the rating is not done by means of a point system, the raters' individual decisions must be transformed into point values in order to make a transparent and practicable evaluation possible. The rating for the subtest Writing is expressed on a scale of 0–20 points for every test taker, and the level achieved for this skill is reported back to the candidate using the known categories: B1, A2 or below A2.

Speaking

When developing the oral subtests, the question had to be addressed whether – and if so, how – participants with varying levels of competence could all be given fair conditions in a pair examination. The development team and their advisers decided on careful consideration to retain the successful pair format but to give the examiners a more active role than is the case with other telc examinations. Should the tasks, which are deliberately kept as simple as possible, threaten to overwhelm a weaker candidate or not allow a more able candidate to demonstrate language competence at an advanced level, then the examiner can intervene and influence the direction of the discourse.

Prospective oral examiners undergo a qualifying process which covers matters such as how to behave during the examination and how the candidates' performance should be evaluated, using standardised samples. The sample material originated in benchmarking sessions following the method outlined in the Council of Europe *Manual*.

The Three Speaking Tasks

The three oral tasks require a test taker to demonstrate communicative competence in different ways. They include monologues and dialogues and call upon the candidate to converse both with a native speaker and with another learner of the target language. The language functions concerned include giving and exchanging information, describing and planning.

As in the Writing subtest, the ensuing complex examining situation must be divided for the purposes of standardised evaluation into content-based and language-based appropriateness. The following assessment criteria have been laid down:

- Task Management: Appropriateness in dealing with the various types of tasks
- Pronunciation and Intonation: Ability to speak in a readily comprehensible manner
- Fluency: Ability to maintain a natural flow of speech without undue hesitation
- Accuracy: Production of grammatically correct and thus comprehensible utterances
- Vocabulary: Mastery of an appropriate range of lexical items

As in the Writing subtest, these criteria were developed using the corresponding CEFR scales.

In recognition of its complexity, the oral examination carries 100 points, which are awarded for the various subtests in accordance with the rater's assignment of performance to the relevant CEFR criteria. As with the Writing subtest, the level achieved for this skill is reported back to the candidate as one of three possible outcomes: B1, A2 or below A2.

Determining the Final Score

A completed *telc English A2·B1* examination does not carry a final score in terms of points or grades. Instead the results of the subtests as well as the final score are expressed in terms of the CEFR levels A2 and B1. If the candidate does not achieve A2 level, this is also communicated. The examination cannot differentiate further below A2 (whether the performance is above or below A1, for example), nor can it assess a performance above B1 level.

The final score is arrived at by consulting the results of the three subtests Listening / Reading, Writing and Speaking. The following criteria apply:

Final Score A2: The subtest Speaking and at least one other must be assessed at level A2.

Final Score B1: The subtest Speaking and at least one other must be assessed at level B1.

1.2 Target Audience

telc English A2·B1 is intended for adults who:

- wish to demonstrate their current language skills or perhaps demonstrate those which they recollect from their time at school.
- are uncertain about their true language level or who have mixed language skills in the various areas.
- wish to certify their language abilities and thereby achieve their personal or professional goals.
- wish to communicate their own experiences in daily life and in their leisure and work-related activities.
- wish to prove that they have the linguistic skills needed to attain an internationally recognised documentation of their achievements.
- wish to show their initiative for additional language learning and personal development.

telc English A2·B1 measures language competence at levels A2 and B1 of the *Common European Framework of Reference for Languages*. Level A demonstrates the skills needed for basic language usage and level B demonstrates the skills needed for independent language usage.

Candidates at level B1 can

- understand the main points in everyday situations, public announcements and radio announcements,
- extract important details from newspaper texts, statistics and various standard documents,
- write cohesive private or semi-formal correspondence such as letters or emails,
- lead a simple, direct conversation about topics which appeal to them, state their opinion and react appropriately to the opinion of their partner in conversation,
- report about things in daily life, make suggestions or arrangements.

Candidates at level A2 can

- understand the most important information in everyday conversations, short announcements on the radio and telephone messages,
- extract the most important information from short newspaper texts, everyday announcements and public signs,
- fill in standard forms in shops, banks, offices, etc.
- write notes related to their own surroundings,
- ask and answer informative questions in conversations about everyday topics,
- agree upon things in daily conversations.

1.3 Global English

telc English A2·B1 tests English in an authentic way. What does that mean in terms of varieties of English, when most of our learners and test takers do not live in a country where English is the official language? Focussing on just one kind of language use, such as British English, seems to be a rather narrow approach in today's globalised world. Therefore, *telc English A2·B1* offers English in the most common varieties, including:

- British English
- American English
- Australian English
- Indian English

Thus not only the spoken accent varies, but also communicative situations from different countries have to be dealt with.

Taking the test takers' level of language competence into account, these linguistic and cultural differences are, of course, very subtle. Whatever the accent heard in the recordings and whatever the specific cultural setting of any of the tasks, they will always be understandable for a learner at the levels A2 and B1. Dealing with regional varieties becomes more important at level B2 and upwards, but a basic understanding of the fact that language is never uniform should exist on the lower competence levels as well.

This international perspective reflects the experience which today's learners will face when communicating in English. Whether they go on a trip to London, for example, and are immediately confronted with a large number of speakers for whom English is not their native language, or whether they meet various speakers in a non-English environment, learners always have to adjust to different varieties of the language.

telc English A2·B1 wants not only to reflect this reality of language use, but also to encourage teachers to accustom their learners to a range of authentic "Englishes" even at this early stage.

1.4 ALTE Minimum Standards

telc has been a regular member of the **Association of Language Testers in Europe** (ALTE) since 1995. The ALTE standards of excellence are applied to every telc examination. Throughout its development, every test phase is calibrated and monitored according to these criteria.

The minimum standards for establishing quality profiles in ALTE examinations are:

Test construction

1. The examination is based on a theoretical construct, e.g. on a model of communicative competence.
2. You can describe the purpose and context of use of the examination, and the population for which the examination is appropriate.
3. You provide criteria for selection and training of test constructors and expert judgement is involved both in test construction, and in the review and revision of the examinations.
4. Parallel examinations are comparable across different administrations in terms of content, stability, consistency and grade boundaries.
5. If you make a claim that the examination is linked to an external reference system (e.g. Common European Framework), then you can provide evidence of alignment to this system.

Administration & Logistics

6. All centres are selected to administer your examination according to clear, transparent, established procedures, and have access to regulations about how to do so.
7. Examination papers are delivered in excellent condition and by secure means of transport to the authorized examination centres, your examination administration system provides for secure and traceable handling of all examination documents, and confidentiality of all system procedures can be guaranteed.
8. The examination administration system has appropriate support systems (e.g. phone hotline, web services etc).
9. You adequately protect the security and confidentiality of results and certificates, and data relating to them, in line with current data protection legislation, and candidates are informed of their rights to access this data.
10. The examination system provides support for candidates with special needs.

Marking & Grading

11. Marking is sufficiently accurate and reliable for purpose and type of examination.
12. You can document and explain how marking is carried out and reliability estimated, and how data regarding achievement of raters of writing and speaking performances is collected and analysed.

Test analysis

13. You collect and analyse data on an adequate and representative sample of candidates and can be confident that their achievement is a result of the skills measured in the examination and not

influenced by factors like L1, country of origin, gender, age and ethnic origin.

14. Item-level data (e.g. for computing the difficulty, discrimination, reliability and standard errors of measurement of the examination) is collected from an adequate sample of candidates and analysed.

Communication with stakeholders

15. The examination administration system communicates the results of the examinations to candidates and to examination centres (e.g. schools) promptly and clearly.
16. You provide information to stakeholders on the appropriate context, purpose and use of the examination, on its content, and on the overall reliability of the results of the examination.
17. You provide suitable information to stakeholders to help them interpret results and use them appropriately.

1.5 Relevant CEFR Scales

The CEFR provides essential information about the skills needed to successfully complete the examination *telc English A2·B1*. The scales in the following chart are incorporated into the *telc English A2·B1* examination, although the amount and intensity of their use varies.

Since the examination covers levels A2 and B1, descriptors for both levels A2 and B1 have been listed below. The plus levels (A2+ and B1+), have also been included, provided that descriptors were available. The CEFR also includes descriptors which are not relevant for this examination and these have been omitted from this chart.

GLOBAL SCALE

Independent User	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, leisure, school, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
Basic User	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

LISTENING

OVERALL LISTENING COMPREHENSION	
B1	<p>Can understand straightforward factual information about common everyday or job related topics, identifying both general messages and specific details, provided speech is clearly articulated in a generally familiar accent.</p> <p>Can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc., including short narratives.</p>
A2	<p>Can understand enough to be able to meet needs of a concrete type provided speech is clearly and slowly articulated.</p> <p>Can understand phrases and expressions related to areas of most immediate priority (e.g. very basic personal and family information, shopping, local geography, employment) provided speech is clearly and slowly articulated.</p>
UNDERSTANDING CONVERSATION BETWEEN NATIVE SPEAKERS	
B1	Can generally follow the main points of extended discussion around him / her, provided speech is clearly articulated in standard dialect.
A2	Can generally identify the topic of discussion around him / her which is conducted slowly and clearly.
LISTENING TO ANNOUNCEMENTS AND INSTRUCTIONS	
B1	Can understand simple technical information, such as operating instructions for everyday equipment. Can follow detailed directions.
A2	<p>Can catch the main point in short, clear, simple messages and announcements.</p> <p>Can understand simple directions relating to how to get from X to Y, by foot or public transport.</p>
LISTENING TO AUDIO MEDIA AND RECORDINGS	
B1	<p>Can understand the information content of the majority of recorded or broadcast audio material on topics of personal interest delivered in clear standard speech.</p> <p>Can understand the main points of radio news bulletins and simpler recorded material about familiar subjects delivered relatively slowly and clearly.</p>
A2	Can understand and extract the essential information from short recorded passages dealing with predictable everyday matters which are delivered slowly and clearly.

READING

OVERALL READING COMPREHENSION	
B1	Can read straightforward factual texts on subjects related to his / her field of interest with a satisfactory level of comprehension.
A2	Can understand short, simple texts on familiar matters of a concrete type which consist of high frequency everyday or job-related language. Can understand short, simple texts containing the highest frequency vocabulary, including a proportion of shared international vocabulary items.
READING CORRESPONDENCE	
B1	Can understand the description of events, feelings and wishes in personal letters well enough to correspond regularly with a pen friend.
A2	Can understand basic types of standard routine letters and faxes (enquiries, orders, letters of confirmation etc.) on familiar topics. Can understand short, simple personal letters.
READING FOR ORIENTATION	
B1	Can scan longer texts in order to locate desired information, and gather information from different parts of a text, or from different texts in order to fulfil a specific task. Can find and understand relevant information in everyday material, such as letters, brochures and short official documents.
A2	Can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus, reference lists and timetables. Can locate specific information in lists and isolate the information required (e.g. use the "Yellow Pages" to find a service or tradesman). Can understand everyday signs and notices: in public places, such as streets, restaurants, railway stations; in workplaces, such as directions, instructions, hazard warnings.
READING FOR INFORMATION AND ARGUMENT	
B1	Can identify the main conclusions in clearly signalled argumentative texts. Can recognise the line of argument in the treatment of the issue presented, though not necessarily in detail. Can recognise significant points in straightforward newspaper articles on familiar subjects.
A2	Can identify specific information in simpler written material he / she encounters such as letters, brochures and short newspaper articles describing events.

READING INSTRUCTIONS	
B1	Can understand clearly written, straightforward instructions for a piece of equipment.
A2	Can understand regulations, for example safety, when expressed in simple language. Can understand simple instructions on equipment encountered in everyday life – such as a public telephone.

WRITING

OVERALL WRITTEN PRODUCTION	
B1	Can write straightforward connected texts on a range of familiar subjects within his / her field of interest, by linking a series of shorter discrete elements into a linear sequence.
A2	Can write a series of simple phrases and sentences linked with simple connectors like “and”, “but” and “because”.

OVERALL WRITTEN INTERACTION	
B1	Can convey information and ideas on abstract as well as concrete topics, check information and ask about or explain problems with reasonable precision. Can write personal letters and notes asking for or conveying simple information of immediate relevance, getting across the point he / she feels to be important.
A2	Can write short, simple formulaic notes relating to matters in areas of immediate need.

CORRESPONDENCE	
B1	Can write personal letters giving news and expressing thoughts about abstract or cultural topics such as music, films. Can write personal letters describing experiences, feelings and events in some detail.
A2	Can write very simple personal letters expressing thanks and apology.

NOTES, MESSAGES AND FORMS	
B1	Can take messages communicating enquiries, explaining problems. Can write notes conveying simple information of immediate relevance to friends, service people, teachers and others who feature in his / her everyday life, getting across comprehensibly the points he / she feels are important.
A2	Can take a short, simple message provided he / she can ask for repetition and reformulation. Can write short, simple notes and messages relating to matters in areas of immediate need.

CREATIVE WRITING	
B1	<p>Can write straightforward, detailed descriptions on a range of familiar subjects within his / her field of interest.</p> <p>Can write accounts of experiences, describing feelings and reactions in simple connected text.</p> <p>Can write a description of an event, a recent trip – real or imagined.</p> <p>Can narrate a story.</p>
A2	<p>Can write about everyday aspects of his / her environment, e.g. people, places, a job or study experience in linked sentences.</p> <p>Can write very short, basic descriptions of events, past activities and personal experiences.</p> <p>Can write a series of simple phrases and sentences about his / her family, living conditions, educational background, present or most recent job.</p> <p>Can write short, simple imaginary biographies and simple poems about people.</p>

SPEAKING

OVERALL SPOKEN INTERACTION	
B1	<p>Can communicate with some confidence on familiar routine and non-routine matters related to his / her interests and professional field. Can exchange, check and confirm information, deal with less routine situations and explain why something is a problem. Can express thoughts on more abstract, cultural topics such as films, books, music, etc.</p> <p>Can exploit a wide range of simple language to deal with most situations likely to arise whilst travelling. Can enter unprepared into conversation on familiar topics, express personal opinions and exchange information on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).</p>
A2	<p>Can interact with reasonable ease in structured situations and short conversations, provided the other person helps if necessary. Can manage simple, routine exchanges without undue effort; can ask and answer questions and exchange ideas and information on familiar topics in predictable everyday situations.</p> <p>Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters to do with work and free time. Can handle very short social exchanges but is rarely able to understand enough to keep conversation going of his / her own accord.</p>
OVERALL ORAL PRODUCTION	
B1	Can reasonably fluently sustain a straightforward description of one of a variety of subjects within his / her field of interest, presenting it as a linear sequence of points.
A2	Can give a simple description or presentation of people, living or working conditions, daily routines, likes / dislikes, etc. as a short series of simple phrases and sentences linked into a list.

UNDERSTANDING A NATIVE SPEAKER INTERLOCUTOR	
B1	Can follow clearly articulated speech directed at him / her in everyday conversation, though will sometimes have to ask for repetition of particular words and phrases.
A2	Can understand enough to manage simple, routine exchanges without undue effort. Can generally understand clear, standard speech on familiar matters directed at him / her, provided he / she can ask for repetition or reformulation from time to time. Can understand what is said clearly, slowly and directly to him / her in simple everyday conversation; can be made to understand if the speaker can take the trouble.
CONVERSATION	
B1	Can enter unprepared into conversations on familiar topics. Can follow clearly articulated speech directed at him / her in everyday conversation, though will sometimes have to ask for repetition of particular words and phrases. Can maintain a conversation or discussion but may sometimes be difficult to follow when trying to say exactly what he / she would like to. Can express and respond to feelings such as surprise, happiness, sadness, interest and indifference.
A2	Can establish social contact: greetings and farewells; introductions; giving thanks. Can generally understand clear, standard speech on familiar matters directed at him / her, provided he / she can ask for repetition or reformulation from time to time. Can participate in short conversations in routine contexts on topics of interest. Can express how he / she feels in simple terms, and express thanks. Can handle very short social exchanges but is rarely able to understand enough to keep conversation going of his / her own accord, though he / she can be made to understand if the speaker will take the trouble. Can use simple everyday polite forms of greeting and address Can make and respond to invitations, suggestions and apologies. Can say what he / she likes and dislikes.
INFORMAL DISCUSSION (WITH FRIENDS)	
B1	Can follow much of what is said around him / her on general topics provided interlocutors avoid very idiomatic usage and articulate clearly. Can express his / her thoughts about abstract or cultural topics such as music, films. Can explain why something is a problem. Can give brief comments on the views of others. Can compare and contrast alternatives, discussing what to do, where to go, who or which to choose etc. Can generally follow the main points in an informal discussion with friends provided speech is clearly articulated in standard dialect. Can give or seek personal views and opinions in discussing topics of interest. Can make his / her opinions and reactions understood as regards solutions to problems or practical questions of where to go, what to do, how to organise an event (e.g. an outing). Can express belief, opinion, agreement and disagreement politely.

INFORMAL DISCUSSION (WITH FRIENDS)	
A2	<p>Can generally identify the topic of discussion around him / her which is conducted slowly and clearly. Can discuss what to do in the evening, at the weekend. Can make and respond to suggestions. Can agree and disagree with others.</p> <p>Can discuss everyday practical issues in a simple way when addressed clearly, slowly and directly. Can discuss what to do, where to go and make arrangements to meet.</p>
GOAL-ORIENTED CO-OPERATION (e. g. Repairing a car, discussing a document, organising an event)	
B1	<p>Can follow what is said, though he / she may occasionally have to ask for repetition or clarification if the other people's talk is rapid or extended. Can explain why something is a problem, discuss what to do next, compare and contrast alternatives. Can give brief comments on the views of others.</p> <p>Can generally follow what is said and, when necessary, can repeat back part of what someone has said to confirm mutual understanding. Can make his / her opinions and reactions understood as regards possible solutions or the question of what to do next, giving brief reasons and explanations. Can invite others to give their views on how to proceed.</p>
A2	<p>Can understand enough to manage simple, routine tasks without undue effort, asking very simply for repetition when he / she does not understand. Can discuss what to do next, making and responding to suggestions, asking for and giving directions.</p> <p>Can indicate when he / she is following and can be made to understand what is necessary, if the speaker takes the trouble. Can communicate in simple and routine tasks using simple phrases to ask for and provide things, to get simple information and to discuss what to do next.</p>
INFORMATION EXCHANGE	
B1	<p>Can exchange, check and confirm accumulated factual information on familiar routine and non-routine matters within his / her field with some confidence. Can describe how to do something, giving detailed instructions. Can summarise and give his or her opinion about a short story, article, talk, discussion, interview, or documentary and answer further questions of detail.</p> <p>Can find out and pass on straightforward factual information. Can ask for and follow detailed directions. Can obtain more detailed information.</p>

INFORMATION EXCHANGE	
A2	<p>Can understand enough to manage simple, routine exchanges without undue effort. Can deal with practical everyday demands: finding out and passing on straightforward factual information. Can ask and answer questions about habits and routines. Can ask and answer questions about pastimes and past activities. Can give and follow simple directions and instructions, e.g. explain how to get somewhere.</p> <p>Can communicate in simple and routine tasks requiring a simple and direct exchange of information. Can exchange limited information on familiar and routine operational matters. Can ask and answer questions about what they do at work and in free time. Can ask for and give directions referring to a map or plan. Can ask for and provide personal information.</p>
SUSTAINED MONOLOGUE (DESCRIBING EXPERIENCE)	
B1	<p>Can give straightforward descriptions on a variety of familiar subjects within his / her field of interest. Can reasonably fluently relate a straightforward narrative or description as a linear sequence of points. Can give detailed accounts of experiences, describing feelings and reactions. Can relate details of unpredictable occurrences, e.g. an accident. Can relate the plot of a book or film and describe his / her reactions. Can describe dreams, hopes and ambitions. Can describe events, real or imagined. Can narrate a story.</p>
A2	<p>Can tell a story or describe something in a simple list of points. Can describe everyday aspects of his / her environment, e.g. people, places, a job or study experience. Can give short, basic descriptions of events and activities. Can describe plans and arrangements, habits and routines, past activities and personal experiences. Can use simple descriptive language to make brief statements about and compare objects and possessions. Can explain what he / she likes or dislikes about something.</p> <p>Can describe his / her family, living conditions, educational background, present or most recent job. Can describe people, places and possessions in simple terms.</p>
ADDRESSING AUDIENCES	
B1	<p>Can give a prepared straightforward presentation on a familiar topic within his / her field which is clear enough to be followed without difficulty most of the time, and in which the main points are explained with reasonable precision. Can take follow-up questions, but may have to ask for repetition if the speech was rapid.</p>
A2	<p>Can give a short, rehearsed presentation on a topic pertinent to his / her everyday life, briefly give reasons and explanations for opinions, plans and actions. Can cope with a limited number of straightforward follow-up questions.</p> <p>Can give a short, rehearsed, basic presentation on a familiar subject. Can answer straightforward follow-up questions if he / she can ask for repetition and if some help with the formulation of his / her reply is possible.</p>

ACROSS SKILLS

PLANNING	
B1	<p>Can rehearse and try out new combinations and expressions, inviting feedback.</p> <p>Can work out how to communicate the main point(s) he / she wants to get across, exploiting any resources available and limiting the message to what he / she can recall or find the means to express.</p>
A2	Can recall and rehearse an appropriate set of phrases from his / her repertoire.
COMPENSATING	
B1	<p>Can define the features of something concrete for which he / she can't remember the word.</p> <p>Can convey meaning by qualifying a word meaning something similar (e.g. a truck for people = bus).</p> <p>Can use a simple word meaning something similar to the concept he / she wants to convey and invites "correction".</p> <p>Can foreignise a mother tongue word and ask for confirmation.</p>
A2	<p>Can use an inadequate word from his / her repertoire and use gestures to clarify what he / she wants to say.</p> <p>Can identify what he / she means by pointing to it (e.g. "I'd like this, please").</p>
MONITORING AND REPAIR	
B1	<p>Can correct mix-ups with tenses or expressions which lead to misunderstandings provided the interlocutor indicates there is a problem.</p> <p>Can ask for confirmation that a form used is correct.</p> <p>Can start again using a different tactic when communication breaks down.</p>
A2	No descriptor available.
GENERAL LINGUISTIC RANGE	
B1	<p>Has a sufficient range of language to describe unpredictable situations, explain the main points in an idea or problem with reasonable precision and express thoughts on abstract or cultural topics such as music and films.</p> <p>Has enough language to get by, with sufficient vocabulary to express him / herself with some hesitation and circumlocutions on topics such as family, hobbies and interests, work, travel, and current events, but lexical limitations cause repetition and even difficulty with formulation at times.</p>

GENERAL LINGUISTIC RANGE	
A2	<p>Has a repertoire of basic language which enables him / her to deal with everyday situations with predictable content, though he / she will generally have to compromise the message and search for words.</p> <p>Can produce brief everyday expressions in order to satisfy simple needs of a concrete type: personal details, daily routines, wants and needs, requests for information. Can use basic sentence patterns and communicate with memorised phrases, groups of a few words and formulae about themselves and other people, what they do, places, possessions, etc. Has a limited repertoire of short memorised phrases covering predictable survival situations; frequent breakdowns and misunderstandings occur in non-routine situations.</p>
VOCABULARY RANGE	
B1	Has a sufficient vocabulary to express him / herself with some circumlocutions on most topics pertinent to his / her everyday life such as family, hobbies and interests, work, travel, and current events.
A2	<p>Has sufficient vocabulary to conduct routine, everyday transactions involving familiar situations and topics.</p> <p>Has a sufficient vocabulary for the expression of basic communicative needs. Has a sufficient vocabulary for coping with simple survival needs.</p>
VOCABULARY CONTROL	
B1	Shows good control of elementary vocabulary but major errors still occur when expressing more complex thoughts or handling unfamiliar topics and situations.
A2	Can control a narrow repertoire dealing with concrete everyday needs.
GRAMMATICAL ACCURACY	
B1	<p>Communicates with reasonable accuracy in familiar contexts; generally good control though with noticeable mother tongue influence. Errors occur, but it is clear what he / she is trying to express.</p> <p>Uses reasonably accurately a repertoire of frequently used "routines" and patterns associated with more predictable situations.</p>
A2	Uses some simple structures correctly, but still systematically makes basic mistakes, e.g. tends to mix up tenses and forgets to mark agreement; nevertheless, it is usually clear what he / she is trying to say.
PHONOLOGICAL CONTROL	
B1	Pronunciation is clearly intelligible even if a foreign accent is sometimes evident and occasional mispronunciations occur.
A2	Pronunciation is generally clear enough to be understood despite a noticeable foreign accent, but conversational partners will need to ask for repetition from time to time.

ORTHOGRAPHIC CONTROL	
B1	Can produce continuous writing which is generally intelligible throughout. Spelling, punctuation and layout are accurate enough to be followed most of the time.
A2	Can copy short sentences on everyday subjects – e.g. directions how to get somewhere. Can write with reasonable phonetic accuracy (but not necessarily fully standard spelling) short words that are in his / her oral vocabulary.
SOCIOLINGUISTIC APPROPRIATENESS	
B1	Can perform and respond to a wide range of language functions, using their most common exponents in a neutral register. Is aware of the salient politeness conventions and acts appropriately. Is aware of, and looks out for, signs of the most significant differences between the customs, usages, attitudes, values and beliefs prevalent in the community concerned and those of his / her own.
A2	Can perform and respond to basic language functions, such as information exchange and requests and express opinions and attitudes in a simple way. Can socialise simply but effectively using the simplest common expressions and following basic routines. Can handle very short social exchanges, using everyday polite forms of greeting and address. Can make and respond to invitations, apologies, etc.
FLEXIBILITY	
B1	Can adapt his / her expression to deal with less routine, even difficult, situations. Can exploit a wide range of simple language flexibly to express much of what he / she wants.
A2	Can adapt well-rehearsed memorised simple phrases to particular circumstances through limited lexical substitution. Can expand learned phrases through simple recombinations of their elements.
COHERENCE AND COHESION	
B1	Can link a series of shorter, discrete simple elements into a connected, linear sequence of points.
A2	Can use the most frequently occurring connectors to link simple sentences in order to tell a story or describe something as a simple list of points. Can link groups of words with simple connectors like “and”, “but” and “because”.

SPOKEN FLUENCY	
B1	<p>Can express him / herself with relative ease. Despite some problems with formulation resulting in pauses and “cul-de-sacs”, he / she is able to keep going effectively without help.</p> <p>Can keep going comprehensibly, even though pausing for grammatical and lexical planning and repair is very evident, especially in longer stretches of free production.</p>
A2	<p>Can make him / herself understood in short contributions, even though pauses, false starts and reformulation are very evident.</p> <p>Can construct phrases on familiar topics with sufficient ease to handle short exchanges, despite very noticeable hesitation and false starts.</p>
TAKING THE FLOOR (TURNTAKING)	
B1	<p>Can intervene in a discussion on a familiar topic, using a suitable phrase to get the floor.</p> <p>Can initiate, maintain and close simple face-to-face conversation on topics that are familiar or of personal interest.</p>
A2	<p>Can use simple techniques to start, maintain, or end a short conversation.</p> <p>Can initiate, maintain and close simple, face-to-face conversation.</p> <p>Can ask for attention.</p>
COOPERATING	
B1	<p>Can exploit a basic repertoire of language and strategies to help keep a conversation or discussion going.</p> <p>Can summarise the point reached in a discussion and so help focus the talk.</p> <p>Can repeat back part of what someone has said to confirm mutual understanding and help keep the development of ideas on course. Can invite others into the discussion.</p>
A2	<p>Can indicate when he / she is following.</p>
ASKING FOR CLARIFICATION	
B1	<p>Can ask someone to clarify or elaborate what they have just said.</p>
A2	<p>Can ask very simply for repetition when he / she does not understand.</p> <p>Can ask for clarification about key words or phrases not understood using stock phrases.</p>
PROCESSING TEXT	
B1	<p>Can collate short pieces of information from several sources and summarise them for somebody else.</p> <p>Can paraphrase short written passages in a simple fashion, using the original text wording and ordering.</p>
A2	<p>Can pick out and reproduce key words and phrases or short sentences from a short text within the learner's limited competence and experience.</p> <p>Can copy out short texts in printed or clearly handwritten format.</p>

2 Test Specifications

2.1 Overview of the Test Format

telc English A2·B1 consists of four subtests:

Subtest	Time
Listening	25 minutes
Reading	45 minutes
Writing	30 minutes
Speaking	approx. 16 minutes

The subtests are divided into parts, as follows:

Written Examination

Subtest Listening	
Part 1	Understanding voice mail messages: <ul style="list-style-type: none"> ▪ 4 multiple-choice items ▪ Listening for detail
Part 2	Understanding short public announcements: <ul style="list-style-type: none"> ▪ 5 multiple-choice items ▪ Listening for gist and listening for detail
Part 3	Understanding everyday conversations: <ul style="list-style-type: none"> ▪ 4 true / false items and 4 multiple-choice items ▪ Listening for gist and listening for detail
Part 4	Understanding different opinions about a topic: <ul style="list-style-type: none"> ▪ 3 matching items ▪ Listening for gist

Subtest Reading	
Part 1	Understanding lists of information in catalogues, on the Internet, etc.: <ul style="list-style-type: none"> ▪ 5 multiple-choice items ▪ Selective reading and reading for detail
Part 2	Understanding basic and specific questions and answers from an Internet forum: <ul style="list-style-type: none"> ▪ 5 matching items ▪ Selective reading
Part 3	Understanding information from press releases and formal announcements: <ul style="list-style-type: none"> ▪ 3 true / false items and 3 multiple-choice items ▪ Reading for gist and reading for detail
Part 4	Understanding informational brochures: <ul style="list-style-type: none"> ▪ 3 true / false items ▪ Selective reading
Part 5	Understanding text logic, grammatical structures and vocabulary: <ul style="list-style-type: none"> ▪ 6 multiple-choice items ▪ Completing a letter
Subtest Writing	
	Writing semi-formal emails: <ul style="list-style-type: none"> ▪ 1 writing task (out of a choice of two)

Oral Examination

The candidates for the Oral Examination are generally examined in pairs, with two examiners assessing each pair of candidates.

Subtest Speaking	
Part 1A	Talking about oneself: <ul style="list-style-type: none"> ▪ Monologue ▪ Task sheet with guiding points
Part 1B	Answering follow-up questions: <ul style="list-style-type: none"> ▪ Dialogue with the examiner ▪ Examiner questions
Part 2A	Talking about experiences: <ul style="list-style-type: none"> ▪ Monologue ▪ Task sheet with pictures
Part 2B	Answering follow-up questions: <ul style="list-style-type: none"> ▪ Dialogue with the examiner ▪ Examiner questions
Part 3	Solving a task: <ul style="list-style-type: none"> ▪ Dialogue with another candidate ▪ Task sheet with guiding points

The four subtests of the examination are explained in detail in the sections 2.2 to 2.5.

2.2 Listening

Listening, Part 1

In the first part of this subtest, the candidates should demonstrate their ability to understand important details in voice mail messages spoken at a normal speed in a widely used standard variety of English.

Possible situations of language use reproduced by the task are:

- Listening to a message on an answering machine
- Understanding recorded messages on the telephone, e.g. messages from an official institution, a service provider or a doctor's office, etc.

Structure	Instructions Example Audio texts Items
Objective	To assess the candidate's ability to understand specific information in voice mail messages
Intended operations	Listening for detail
Type of task	Multiple-choice items with three options
Number of items	Four (items 1–4)
Channel	Text: spoken Instructions and items: written
Type of text	Monologues: voice mail messages, both in personal and work-related contexts
Nature of information	Everyday situations requiring some kind of concrete action by the listener
Speakers	Number of speakers: one per voice mail message
Text length	55–65 words per voice mail message
Test items	<ul style="list-style-type: none"> ▪ The candidate will hear four voice mail messages. ▪ Each message is played once. ▪ For each message, there is one multiple-choice question with three options. The task is to choose the correct statement for each message. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	Vocabulary and grammar of the audio texts should be mostly at level A2. The language of the items should not exceed level A2.
Weighting	1 point per item (0 for incorrect response)

Sample Task

You will hear four voice mail messages.

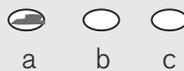
Which answer fits best: a, b or c? You will hear each message once.

Mark your answers for items 1–4 on the answer sheet.

Example

Matthew asks you to

- a** call him on Monday.
- b** come to his office on Tuesday.
- c** meet with him on Friday.

**Audioscript**

Hi, it's Matthew.

I'm really sorry, but I can't make it to our meeting on Friday. Could you call me at the office on Monday morning, so we can set up another time? I've got a very busy week coming up, but I could meet you on Tuesday either at 10:30 in the morning or at 4:00 in the afternoon.

Thanks.

Listening, Part 2

In this part of the Listening subtest, the candidates should demonstrate their ability to understand a global message as well as specific details of information heard on the radio and in public announcements.

Material may include traffic news, weather forecasts, news of upcoming events, short news items, flight information at the airport, announcements at train stations, etc. The weather and traffic news are always represented in this task.

Structure	Instructions Audio texts Items
Objective	To assess the candidate's ability to understand general and specific information in short public announcements
Intended operations	Listening for gist (item 5) and listening for detail (items 6–9)
Type of task	Multiple-choice items with three options
Number of items	Five (items 5–9)
Channel	Text: spoken Instructions and items: written
Type of text	Monologues: announcements on the radio or over a public loudspeaker
Nature of information	Information on the radio, such as the weather forecast, traffic news, upcoming events, commercials, etc. or public announcements at a train station, in a shop, at the airport, etc.
Speakers	Number of speakers: one per announcement
Text length	55–65 words per announcement
Test items	<ul style="list-style-type: none"> ▪ The candidate will hear five public announcements. ▪ Each announcement is played once. ▪ For each announcement, there is one multiple-choice question with three options. The task is to choose the correct statement for each announcement. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	Vocabulary and grammar of the items and in the relevant parts of the texts should be at level A2 or A2+ in some cases.
Weighting	1 point per item (0 for incorrect response)

Sample Task

You will hear five public announcements.

Which answer fits best: a, b or c? You will hear each announcement once.

Mark your answers for items 5–9 on the answer sheet.

5 You are listening to the

- a** ski and snow report.
- b** top winter sports news.
- c** weather forecast for Switzerland.

Audioscript

It's been another cold and snowy week in Switzerland. St Moritz received 25 cm of fresh snow on Wednesday, and skiing in this area is fantastic. Great snow conditions under sunny skies are also being reported from Italy. In France, skiing is still fairly limited.

The resorts that are open for skiing have limited lift operations because of strong winds and poor snow conditions.

Listening, Part 3

This task aims to gauge the candidate's ability to follow conversations held at normal speed in a private or public context. In each dialogue presented here, students are tested on their ability to grasp the essence of the situation and their ability to understand details of the conversation.

The task reproduces situations of language use in which learners follow everyday conversations, both in personal and in work-related contexts, e.g. in the neighbourhood, at an official institution or at work.

Structure	Instructions Example Audio texts Items
Objective	To assess the candidate's ability to understand the gist of conversations and necessary specific details
Intended operations	Listening for gist (items 10, 12, 14 and 16) and listening for detail (items 11, 13, 15 and 17)
Type of task	Four true / false items and four multiple-choice items with three options
Number of items	Eight (items 10–17)
Channel	Text: spoken Instructions and items: written
Type of text	Dialogues: conversations in everyday situations, both in personal and work-related contexts
Nature of information	The conversations can take place between two people meeting in person or talking to each other on the telephone: friends, family, colleagues, neighbours, etc.
Speakers	Number of speakers: two per conversation
Text length	130–140 words per conversation
Test items	<ul style="list-style-type: none"> ▪ The candidate will hear four conversations. ▪ Each conversation is played once. ▪ For each conversation, there are two items: a true / false question and a multiple-choice question. The task is to decide whether the statement for each conversation is true or false according to what is said and also to choose the correct answer from three options. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	The vocabulary and grammar in the texts and items may range between levels A2 and B1.
Weighting	1 point per item (0 for incorrect response)

Sample Task

You will hear four conversations. For each conversation there are two tasks.

First, decide if the statement is true or false. Then, decide which answer fits best: a, b or c.

You will hear each conversation once.

Mark your answers for items 10–17 on the answer sheet.

Example

The man needs flight information for Hong Kong.

The man cannot travel to Hong Kong in two weeks because he

- a** needs a business visa.
- b** needs a tourist visa.
- c** needs a new passport.

<input type="radio"/>	<input checked="" type="radio"/>	
true	false	
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
a	b	c

Audioscript

Woman: Good morning, Travel Information Bureau. How can I help?

Man: Hello, I'd like some information about visas for Hong Kong.

Woman: Well, first I need to know your nationality because the regulations vary.

Man: I have an Irish passport.

Woman: Fine. Will you be visiting Hong Kong as a tourist or on business?

Man: As a tourist.

Woman: You're in luck – Hong Kong welcomes tourists. As a European, you don't need a visa. You just have to fill out an entry card on arrival and can stay in Hong Kong for 90 days.

Man: In that case, I could fly in two weeks.

Woman: But do make sure you have a return ticket to show that you don't plan to remain in Hong Kong. And when you arrive, your passport should be valid for six months or more.

Man: Oh no! My passport runs out in three months. I'll have to apply for a new one!

Listening, Part 4

This task is aimed at testing the candidates' ability to follow radio programmes of medium length dealing with everyday topics. They will hear statements spoken by people who have been asked their opinion on a particular topic which a presenter has briefly introduced at the beginning of the programme. The candidates have to decide which of the short statements provided sums up each of the speakers' opinions accurately.

Structure	Instructions Example Audio texts Items
Objective	To assess the candidate's ability to understand different opinions about a matter of general interest
Intended operations	Listening for gist
Type of task	Matching items
Number of items	Three (items 18–20)
Channel	Text: spoken Instructions and items: written
Type of text	Monologues: radio programme with people stating their opinions in turn on a particular topic
Nature of information	Short statements reflecting the speakers' feelings, attitudes or opinions about a particular topic
Speakers	Number of speakers: one per statement (four altogether)
Text length	350–400 words in total
Test items	<ul style="list-style-type: none"> ▪ The candidate will hear a radio programme with four people giving their opinion on a topic. ▪ The recording is played once. ▪ Each item is a short statement (one sentence). ▪ There are a total of six statements: three items, two distractors and one example. ▪ The task is to identify the items that correctly summarise the comments made by three speakers.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	The language in both the texts and the items should be at level B1
Weighting	1 point per item (0 for incorrect response)

Sample Task

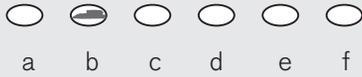
You will hear a talk show with people giving their opinions on a topic.

Which statement a–f best matches the opinions 18–20?

Mark your answers for items 18–20 on the answer sheet.

You will now have one minute to read statements a–f. You will then hear the talk show once.

Example



- a** You should move to another country if you can make more money there.
- b** After some years you feel at home in your new country.
- c** At the beginning, you have to solve many practical problems.
- d** If you aren't happy in your new country, you don't have to stay.
- e** Living and working abroad changes you completely.
- f** Emigration is more difficult for older people.

Audioscript

Welcome to the International Morning Breakfast Show with Josh Daniels. Today's topic is Emigration. Why do people leave their home country and start a new life in another? Are they always successful? We interviewed some people from around the world for their opinions.

Speaker 1:

I emigrated to the States after college. I just wanted to get out of Ireland and see something new. I landed in California and loved it. Now, 15 years later, I really feel settled. All my friends are here in California, I have a good job and I just love the American lifestyle.

You know, the longer you stay in a country, the more difficult it becomes to go back to where you came from.

2.3 Reading

Reading, Part 1

The task is concerned with reading to select required information. Thus it is a question of spotting relevant information in a list of medium length without having to read and understand the whole list.

Possible situations of language use reproduced in this task may involve:

- Travellers to a foreign country needing orientation in a shopping centre turn to the store guide written in English.
- Readers who would like to find specific information look quickly through English websites, catalogues or other printed matter.

Structure	Instructions (have to be adapted to the situation chosen) Example Text Items
Objective	To assess the candidate's ability to locate relevant information in a listed format
Intended operations	Selective reading and reading for detail
Type of task	Multiple-choice items with three options
Number of items	Five (items 21–25)
Channel	Written
Type of text	Authentic or semi-authentic signs and lists sorted into several sections
Nature of information	Lists and signs in museums, shopping centres or airports; in catalogues, on websites, etc.
Text length	100–120 words in total
Test items	The task is to find the appropriate entry in the given list for each of five situations. For each situation, there is one multiple-choice item with three options. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	The language of the relevant parts should be mostly at level A2.
Weighting	1 point per item (0 for incorrect response)

Sample Task

You plan to go to a trade show or expo.

Read items 21–25 and the list of events that you have found on the internet.

In which month is the event you want to visit: a, b or c?

Mark your answers for items 21–25 on the answer sheet.

Example

You want to sell cookies and cakes in your coffee shop.

- a** April
- b** June
- c** other month

International Trade Shows and Expos

International Office Expo	20–23 March	Office equipment, whiteboards, lighting, office security systems, conference room furniture, decorative design objects
London Health & Wellness Expo	10–12 April	Health foods, vitamins and minerals, bath and body products, yoga mats, organic cotton clothes, perfumes and cosmetics, aromatherapy
Australian Home Furniture Fair	25–27 May	Bedroom furniture, lighting and lamps, dining furniture, carpets, artwork and framing, kitchen and bathroom accessories
Philadelphia Food Show	1–3 June	Fruit & vegetables, baked products, cheeses, chocolates, wines and beers, seafood, spices, oils and sauces

Reading, Part 2

The aim of this task is to test the candidate's ability to grasp the main content of entries in Internet forums, and subsequently to read those texts which are relevant for required solutions and to understand them in detail.

The language use assessed by this task is relevant for people who wish to use the Internet to research questions of interest to them, eliciting information and advice from Internet forum messages.

Structure	Instructions Texts Items
Objective	To assess the candidate's ability to understand relevant questions and answers from an Internet forum
Intended operations	Selective reading
Type of task	Matching items
Number of items	Five (items 26–30)
Channel	Written
Type of text	Messages posted on an Internet discussion forum
Nature of information	Questions and answers about issues concerning everyday life: work, travel, hobbies, etc.
Text length	Approximately 500 words in total
Test items	The task is to identify which item matches which text, and which item has no match.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	The vocabulary and grammar in the texts and items may range between levels A2 and B1.
Weighting	1 point per item (0 for incorrect response)

Sample Task

You are looking at a question and answer forum on the Internet.

First, read the forum questions in items 26–30 below. Then, read the forum answers a–h on the next page.

Find the best answer for each question.

Mark your answers for items 26–30 on the answer sheet.

In one case there is no answer for the question. Mark this with an **x**.

29*BigBaboo*

I'm going to work on a farm in New Zealand next spring. Where can I find a good place to stay for two months? Hotels are too expensive.

Ask-Me Forum: Seasonal Work in New Zealand*Wanderer87, 2 hours ago*

Why don't you stay in one of the many **backpacker hostels**? They are not expensive and great places to meet people from all over the world. In most hostels you sleep in a dormitory with others and share bathroom, kitchen and social areas. Some hostels also have single private rooms.

Reading, Part 3

In this task, candidates can demonstrate that they are able to deal with different text types. They are required first to understand the gist of varying short texts and subsequently the details pertaining to the solution of the corresponding items. The texts diverge from one another by narrowing down their target readership: The first text is informative and promotional aimed at a wider audience; the second is a newsletter for a select readership bound by a common interest; and the third a formal email directed to one individual. The texts may be relevant in a work or a tourist context.

Structure	Instructions Texts Items
Objective	To assess the candidate's ability to understand the gist of formal or semi-formal texts and in addition specific details contained in them
Intended operations	Reading for gist and selective reading
Type of task	True / false items and multiple-choice items with three options
Number of items	Six (items 31–36)
Channel	Written
Type of text	The candidate has to read three texts: Text 1: Advertising material Text 2: Internet newsletter Text 3: Official email
Nature of information	Public entertainment and leisure activities, buying and selling, office procedures, public services, etc.
Text length	100–120 words per text
Test items	There are two items for each text: one true / false item and one multiple-choice item. For each text, the task is to decide whether the statement is true or false and to choose the correct answer from three options. Only one option is correct.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	The vocabulary and grammar in the texts and items may range between levels A2 and B1.
Weighting	1 point per item (0 for incorrect response)

Sample Task

Read the three texts. For each text there are two tasks.

First, decide if the statement is true or false. Then, decide which answer fits best: a, b or c.

Mark your answers for items 31–36 on the answer sheet.

Text 1**Generate your own electricity**

Wind energy is the second biggest source of new energy in the USA. Most of this is from large commercial wind turbines but an ever-increasing amount is coming from small home wind turbines installed by individuals. Wind power is popular because it is clean and you don't require strong

winds – even gentle breezes will produce power.

Building your own home wind turbine is a fairly simple project which the average home owner can manage. In the long-term, wind power will save you money and help to reduce pollution. Why not try it as many other home owners have done? Like to know how to build your own low-cost wind turbine? Click [here](#) for more information.

31 This text is about the benefits of home wind turbines.

true / false?

32 A home wind turbine

- a** is not difficult to build.
- b** is very expensive.
- c** needs lots of wind.

Reading, Part 4

In this task candidates are asked to demonstrate ability to read a text of medium length with formal or technical features. The text deliberately contains some complex structures and language elements that are above the level tested in the examination, so that the candidates may tackle more difficult language. Contexts of language use which the task assesses are finding and understanding relevant information, for example in the instructions for taking medicine or for the use of appliances, or in written agreements and similar documents.

Structure	Instructions Text Items
Objective	To assess the candidate's ability to understand relevant passages in informational brochures
Intended operations	Selective reading
Type of task	True / false items
Number of items	Three (items 37–39)
Channel	Written
Type of text	The candidate has to read a relatively long text that includes some complex language and structures.
Nature of information	Leaflets, instructional manuals, guarantees, regulations, contracts
Text length	Approximately 250 words
Test items	Each item is a short sentence (one statement). The task is to decide whether the statements are true or false according to what is said in the text.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	All items should be at level B1. In parts of the text that are not relevant for the items, the vocabulary and language complexity may on occasion be above level B1.
Weighting	1 point per item (0 for incorrect response)

Sample Task

Read the text and decide if the statements 37–39 are true or false.

Mark your answers for items 37–39 on the answer sheet.

ColdFlu Liquid**ColdFlu Liquid is used for:**

Treating multiple cold and flu symptoms including: fever, sore throat, cough, minor aches and pains, headaches.

Before using ColdFlu Liquid:

Some medical conditions may interact with ColdFlu Liquid. Ask a doctor or pharmacist about using ColdFlu Liquid if you have high blood pressure, heart problems or diabetes.

Dosage and directions:

Use this medication exactly as directed on the label.

- Take 30 ml every 4 hours with or without food.
- Do not give ColdFlu Liquid to children under the age of 3. Death can occur from the misuse of cold medicines in very young children.
- Ask a doctor or pharmacist before giving ColdFlu Liquid to children between 3 and 12 years old.
- Drink plenty of water while you are taking this medication.

Overdose warning:

Taking more than the recommended dose can cause serious health problems. In case of overdose, call your doctor or contact a Poison Control Center right away.

Possible side effects:

Less serious side effects may include: upset stomach, problems sleeping or dry mouth. Stop using this medication and call your doctor at once if you have any of these serious side effects: difficulty in breathing, chest pain, confusion or hallucination.

Important safety information:

Do not use any other cold, allergy, or pain medication while taking ColdFlu Liquid. If you take certain products together you may accidentally take too much of this type of medication.

Store the medicine at room temperature, away from heat, light, and moisture. Keep all medicines away from children and pets.

37 It is safe to combine ColdFlu Liquid with other types of cold medicine.

true/ false

Reading, Part 5

This task bridges the gap between understanding a text and actively engaging with it. The candidates are required to select lexical, grammatical and structural elements in order to complete a reading passage. The text is a formal or semi-formal letter or email with the typical characteristics of the genre.

Structure	Instructions Example Text Items
Objective	To assess the candidate's understanding of text logic, grammatical structures and vocabulary in formal or semi-formal correspondence
Intended operations	Completing a letter or email (gap-filling)
Type of task	Multiple-choice items with three options
Number of items	Six (items 40–45)
Channel	Written
Type of text	Short letter or email in a general or work-related context
Nature of information	Letters / emails of complaint, requests, reminders, etc.
Text length	70–100 words
Test items	The task is to choose the correct word or phrase for each gap. The items do not just test grammar and vocabulary, but also the candidate's contextual understanding of the communicative situation as a whole.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	The language for the text and items should be at level B1.
Weighting	1 point per item (0 for incorrect response)

Sample Task

Read the text. For gaps 40–45, decide which answer fits best: a, b or c.

Mark your answers for items 40–45 on the answer sheet.

Adam O'Neill, 22, The Moat, Barry-in-Furness, BA23 5MT

Mr Smith
Marine Blue
6, Industrial Estate
Barry in Furness
BA23 6IE

30 September 20__

___ **0** ___ Marine Blue

Dear Mr Smith

As ___ **40** ___ in my contract of employment, I hereby give you four weeks'
___ **41** ___ of my plan to stop working ___ **42** ___ a receptionist at Marine Blue.

This was not an easy ___ **43** ___ as I have enjoyed working for you, but I have
decided to study for a B.A. in Psychology. I will, ___ **44** ___, gladly train the new
receptionist before I go.

I ___ **45** ___ you and the company all the best.

Yours sincerely
Adam O'Neill

Example

- 0 a** Finishing
b Leaving
c Stopping



- 40 a** advertised
b agreed
c appeared

2.4 Writing

In the Writing subtest, candidates will be asked to demonstrate their written communication skills.

Candidates can choose one of two options. Each task consists of a brief description of a situation and four jumbled guiding points. The candidates are expected to write a semi-formal email, appropriate in content and form, based on the situation and the guiding points. They should address all four guiding points in the order that they think is best.

Candidates are encouraged to demonstrate the best of their writing abilities, and the way in which they do so will be reflected in the score they attain and the CEFR level they are deemed to have achieved. While some candidates may take a concise approach that fully addresses the guiding points, others may choose to elaborate on the required information. Both writing styles are equally acceptable, and for this reason, no word count is specified.

Structure	Instructions Situation Four guiding points
Objective	To assess the candidate's ability to communicate in writing
Intended operations	Writing an email that is appropriate in form and content
Type of task	Semi-formal email in everyday situations
Number of writing tasks	One (out of a choice of two)
Channel	Written
Input text	Each task consists of a brief description of the situation and four guiding points.
Nature of information	At least one of the situations should relate to an aspect of everyday life (e.g. complaint, inquiry). The other situation may be set in a general work-related context, although this is not obligatory.
Output text	Short semi-formal email in a public, private or work-related context
Nature of information	Candidates are expected to write an email based on the situation described. In their email, they should cover all four guiding points. They may include additional information related to the topic.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	The input text should be at level A2.
Weighting	B1: 15–20 points A2: 7–14 points Below A2: 0–6 points

Sample Task

Choose task A **or** task B. Include as much information as you can.

Write your text on the answer sheet.

Task A

Natasha Martin, your Canadian business partner, is coming to visit your company.

Write an email to Natasha Martin. Mention the points below in the order that you think is best. Don't forget to use a greeting and closing sentence.

- How to get to the office from the airport
- Meeting: where and when
- Events planned for the trip
- Credit cards or cash needed for the trip

2.5 Speaking

Speaking, Part 1

In this part of the Oral Examination, candidates should demonstrate their ability to give personal information on topics such as family, place of residence, work, hobbies, etc.

In Part 1A, candidates are invited to talk about themselves. They will receive a task sheet with several guiding points which can be used as a source of inspiration.

In Part 1B, the examiner then asks each of the candidates follow-up questions based on the information he or she has just given.

Structure	Seven guiding points Examiner questions
Objective	To assess the candidate's ability to give information about him / herself
Intended operations	Talking about oneself and answering follow-up questions
Type of task	Part 1A: monologue (the candidate briefly introduces him / herself) Part 1B: dialogue (the candidate reacts to examiner's questions)
Time	Approximately two minutes per candidate No preparation time
Channel	Written and spoken
Part 1A	
Input: task sheet	Task sheet with guiding points: Name – Family – Where you live – Job – Hobbies – Languages – Other ideas <ul style="list-style-type: none"> ▪ Both candidates receive identical task sheets ▪ The guiding points listed on the task sheets are designed to help the candidate; not all of them need to be covered. ▪ The guiding points are the same in each version of the examination.
Task	The candidate should briefly talk about him / herself using some of the guiding points on the task sheet as a point of departure.
Part 1B	
Input: examiner questions	The examiner asks one or two follow-up questions based on the information the candidate has given.
Task	The candidate should respond to the question(s) in an appropriate manner.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	Guiding points are at level A2, examiner's questions should be at level A2 or B1, depending on the candidate's performance.
Weighting	B1: 70–100 points A2: 35–74 points Below A2: 0–34 points

Sample Task

Candidate A and Candidate B**Part 1****Talking about yourself**

Name

Family

Where you live

Job

Hobbies

Languages

Other ideas

Speaking, Part 2

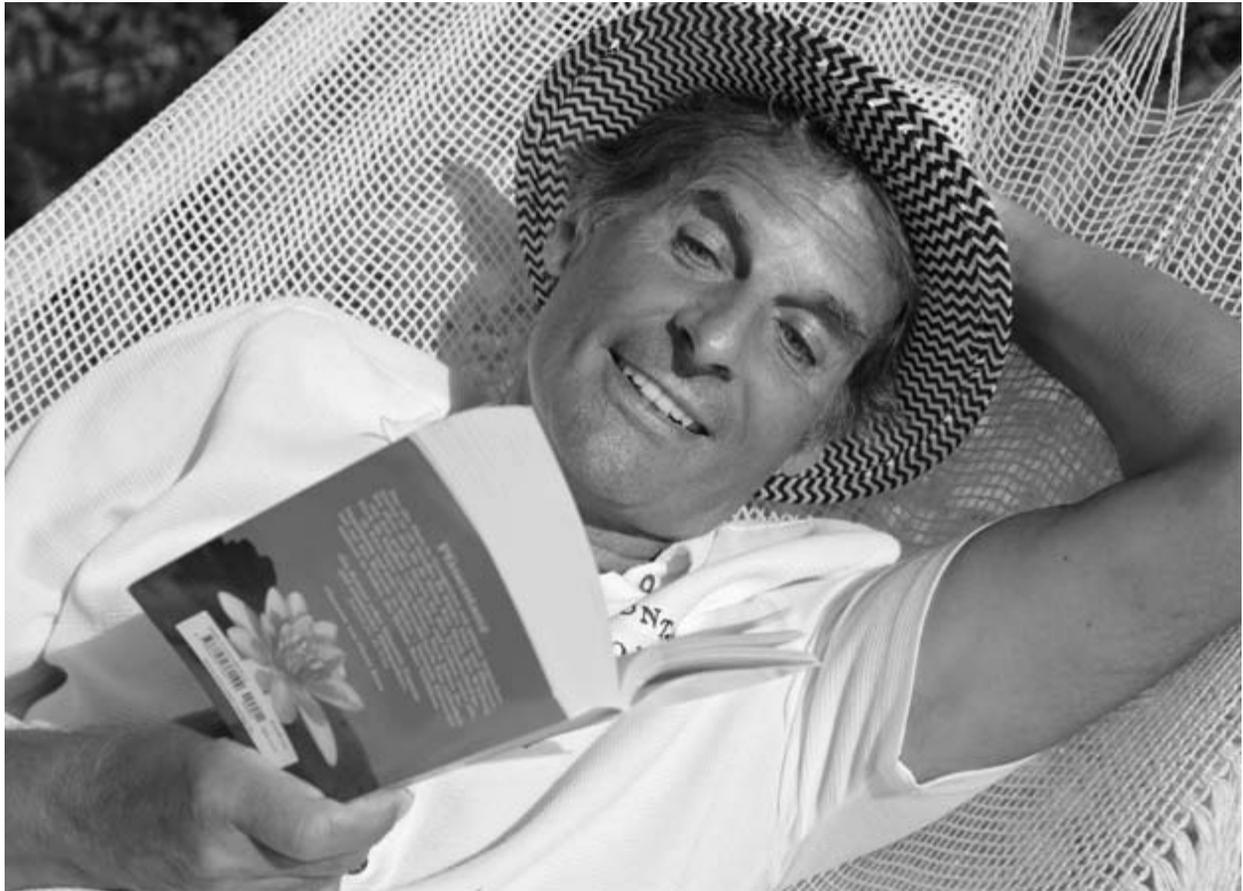
In this part of the Oral Examination, candidates should demonstrate their ability to communicate on everyday topics. They are expected to describe a picture connected with the topic, express their opinions on it, give reasons for them and talk about their personal experience.

In Part 1A, the examiner will give each candidate a picture to talk about. The candidates should comment on the situation in the picture: people's roles, their actions, their clothes, etc. They may speculate about the picture and state their personal reaction to it. It is acceptable to use paraphrasing to describe unfamiliar words.

In Part 1B, the examiner then asks each of the candidates some follow-up questions encouraging them to talk about their opinions and their personal experience with the topic.

Structure	Image (visual stimulus) Examiner questions
Objective	To assess the candidate's ability to talk about his/her personal experiences with a particular topic
Intended operations	Talking about experiences based on the information seen in the picture and answering follow-up questions
Type of task	Part 1A: monologue (the candidate briefly describes what he/she sees in the picture) Part 1B: dialogue (the candidate reacts to examiner's questions)
Time	Approximately three minutes per candidate No preparation time
Channel	Visual and spoken
Part 1A	
Input: task sheet	Each candidate receives a different picture relating to the same topic.
Task	The candidate should briefly describe what he/she sees in the picture.
Part 1B	
Input: examiner questions	The examiner invites the candidate to talk about his/her personal experiences with the topic and asks one or two follow-up questions.
Task	The candidate should respond to the question(s) in an appropriate manner.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	The examiner's task sheet includes three questions at level A2 and three at level B1, from which the examiner chooses the ones appropriate to the candidate's performance.
Weighting	B1: 70–100 points A2: 35–74 points Below A2: 0–34 points

Sample Task

Candidate A**Part 2****Talking about experiences****Examiners**

The examiner says to the candidates:

Part 2 A

Here is a photo from a magazine.

- What can you see in the picture?
- What is happening? What is the situation?

Part 2 B

Please talk about the topic of reading. Say something about yourself and what you like to read.

Examiner Questions A2

- Do you like to read? Why? Why not?
- Do you have a favourite newspaper or magazine?
- What did you read when you were a child?

Examiner Questions B1

- Do you think we need magazines and books when we have television and the Internet?
- We often hear that people are reading less and less. What do you think?
- Which do you prefer: reading printed materials, listening to audio books or using the Internet?

Speaking, Part 3

In the last part of the Oral Examination, candidates will be asked to plan an activity together, such as a trip to the zoo. They should exchange ideas until they achieve a consensus on the details; for example, where to meet, what to bring, how to travel, etc.

The candidates receive identical task sheets with a brief description of the situation and several guiding points. During this part of the examination, the examiner speaks as little as possible, thus allowing maximum communication between the candidates.

Structure	Situation Instructions Six guiding points
Objective	To assess the candidates' ability to plan an activity together
Intended operations	Making suggestions, reacting to their partner's suggestions, asking and answering questions, coming to an agreement
Type of task	Dialogue (the candidates talk to each other)
Time	Approximately six minutes for both candidates No preparation time
Channel	Written and spoken
Input: task sheet	Task sheet with a brief description of the situation and six guiding points: <ul style="list-style-type: none"> ▪ Both candidates receive identical task sheets. ▪ The guiding points do not have to be addressed in the order they are listed on the task sheet.
Task	The candidates have to plan an activity together using the guiding points on the task sheet. They should share ideas, make suggestions and react to each other's suggestions.
Topics	See <i>Inventory T – Topics</i>
Lexical range	See <i>Inventory V – Vocabulary</i>
Level	Guiding points should be at level A2.
Weighting	B1: 70–100 points A2: 35–74 points Below A2: 0–34 points

Sample Task**Candidate A and Candidate B****Part 3
Solving a task****Situation:**

You, some friends and their children are planning a trip to the zoo.

Task:

Together plan what you want to do. Here are some ideas:

When?

Getting there?

Favourite animals?

Special shows?

Food? Drinks?

Other ideas?

3 Inventories

3.1 Inventory T – Topics

This list of topic areas is primarily designed for item writers and test constructors. For classroom work and test preparation, this list of topics will merely form a “common-core” basis and will need to be further developed and extended to meet the individual needs and interests of the learners.

All the topics in this inventory may be used for test purposes. When selecting texts and test items, the editing team takes care to include only such materials that are likely to reflect the learner’s range of experience. Candidates are not required to have specialised knowledge in any of the topic areas, and they are not tested on their general knowledge of history, geography, politics, etc.

Topic	Sub-topic
Personal information	<ul style="list-style-type: none"> ▪ Name ▪ Address and telephone number ▪ Age, date, and place of birth ▪ Nationality ▪ Physical appearance ▪ Likes and dislikes
Friends and family	<ul style="list-style-type: none"> ▪ Personal relationships ▪ Social networks ▪ Family occasions
House and home	<ul style="list-style-type: none"> ▪ Type, size and location of home ▪ House, room and garden ▪ Furniture and household equipment ▪ Pets ▪ Rent and other expenses
Food and drink	<ul style="list-style-type: none"> ▪ Meals, dishes, beverages, snacks ▪ Places to eat and drink ▪ Communicating with waiters
Shopping	<ul style="list-style-type: none"> ▪ Shops, stores, (super)markets ▪ Prices, sizes, quantities, measurements ▪ Internet shopping ▪ Buying and selling things ▪ Communicating with shop personnel

Daily life	<ul style="list-style-type: none"> ▪ Daily routines ▪ Habits ▪ Clothes
Places	<ul style="list-style-type: none"> ▪ Countries and cities ▪ Public spaces and buildings (street, park, stadium, etc.) ▪ Type and location of place ▪ Giving directions
Education	<ul style="list-style-type: none"> ▪ Schools, colleges, universities ▪ Language training ▪ Adult education ▪ Vocational training ▪ Communicating with teaching staff, fellow students, etc.
Work	<ul style="list-style-type: none"> ▪ Jobs ▪ Vocational qualifications ▪ Working hours, conditions of work, pay ▪ Unemployment ▪ Communicating with employers, colleagues, clients, etc.
Health	<ul style="list-style-type: none"> ▪ Body ▪ Health and body care, fitness ▪ Illness, accidents, drugs ▪ Medical treatment ▪ Using medical services
The natural environment	<ul style="list-style-type: none"> ▪ Plants, animals ▪ Landscape, countryside, seaside ▪ Weather and climate ▪ Protecting the environment
Media and communications	<ul style="list-style-type: none"> ▪ Press, radio, television, computers, Internet, telephones, multimedia
Leisure activities and entertainment	<ul style="list-style-type: none"> ▪ Hobbies and interests ▪ Cultural activities (cinema, music, theatre, etc.) ▪ Sports and games ▪ Public holidays and festivals

Travel and holidays	<ul style="list-style-type: none">▪ Travelling by road, rail, air or ship▪ Timetables and connections▪ Travel arrangements▪ Accommodation, luggage▪ Sightseeing▪ Communicating with travel agents, receptionists, etc.
Private and public services	<ul style="list-style-type: none">▪ Post office, banks, insurance companies, lost property office, tourist information office▪ Buying and obtaining private and public services
Relationships with other cultures	<ul style="list-style-type: none">▪ Migration▪ Customs▪ Native language, other languages

3.2 Inventory G – Grammar

The work on the compilation of the inventory of grammatical forms was based on a combination of a review of the existing literature on grammatical progression, a review of the practical application of progression theories to the development of language tests by examination boards in the UK, and finally through empirical research based on the judgements of expert teachers. This work, which began in 2008, has informed a number of recent developments in the area of English language assessment over the past three years, most notably the International Language Assessment (ILA) a placement test system designed for use by the British Council's international teaching centres, and the EQUALS/British Council Core Inventory for General English (North et al, 2010 – available at <http://www.teachingenglish.org.uk/sites/teacheng/files/Z243%20E&E%20EQUALS%20BROCHURErevised6.pdf>).

The absence of an empirically supported understanding of the details of grammatical progression in the research literature suggested that we should look instead to the practical application of progression in the materials and tests currently in use in the area. We were fortunate enough to receive support in this endeavour from City & Guilds of London, who had commissioned such a list in 2007 and who now made it available to CLARe researchers. This list was reviewed in light of current practice and a total of over 120 individual grammatical forms were identified and exemplified under sixteen headings. Using this document as a base, we then devised an online questionnaire, which was given to a group of twelve expert informants (senior teachers, each with many years of experience behind them) who were asked to identify the CEFR level or levels at which these forms should be taught. The results of this part of the study were analysed using multi-faceted Rasch analysis (using the FACETS programme) in order to empirically validate the judgements and the predictability of the judgements of the individual items. While it was found that some items could not be accurately modelled, suggesting that there was significant disagreement among the judges with regard to the items, the consistency of the judgements was remarkably high, with all those involved showing excellent 'fit' statistics. This work resulted in a final list of forms, which was then again reviewed by an external expert, who commented additionally on the examples offered, making a number of valuable suggestions.

As a result of this work, researchers at CLARe have been able to devise more empirically supported tests of grammar, and also to advise examination boards on those aspects of grammar which are most likely to appear at the different CEFR levels. This work is, of course, continuing. And, as we gather data from research projects and tests, the list will at some stage in the future be updated. However, the inventories that follow are based on the most up-to-date research undertaken at CLARe and mark a significant advancement in the application of grammatical progression to tests of this nature.

3.2.1 Inventory G I – The Grammar of Spoken and Written Discourse

4 Sentence Position

A Theme

B Tails

5 Cohesion

A Reference

B Ellipsis

C Substitution

6 Markers

A Discourse Boundary Markers

B Interpersonal Markers

C Hedging Markers

D Vivid Language

Please note that the vocabulary for all examples provided is selected from a list of the 3000 most used words in English. There may be an occasional 'international item' such as 'restaurant' or 'pizza' which falls outside this list, but is deemed to have wide enough currency to be retained. This vocabulary level is generally recognised as within the capabilities of a learner at B1 level according to the Council of Europe's 'Framework of Reference'.

0 Introduction

The purpose of discourse grammar is to establish and maintain the context in which the discourse is taking place by orientating the listener as to the main intentions of the speaker. This is done in several ways:

- *by locating the framework for each sentence within the discourse by appropriate positioning of the important information, e.g. front or end position (cf. Section 1 below) for focussing purposes,*
- *by means of cohesive devices (cf. Section 2 below), or*
- *by the use of discourse markers (cf. Section 3 below).*

1 Sentence Position

For the listener, the position of the various components of the discourse elements within the sentence establishes the content focus. This focus can be indicated by fronting (theme) or repetition of the component in the final position (tails).

A Theme

The theme is the starting point for the clause and thus indicates to the listener what the clause is about. There are two types:

- *the subject of the clause (Section 1)*
- *various kinds of adjuncts (Section 2)*

1) Signalling what the text is about

In this section the theme is the subject of the sentence.

a) Subject as an unmarked theme

- *I can't explain.*
- *I'll have the meat pie with home-made chips.*
- *I'm going to book our flight tickets on the Internet this evening.*

b) Keeping the same subject

Repetition

- **We** were arguing in the car and we carried on arguing when we got home.

Use of passives

- Well, actually **it's** fine; it's **not been repaired** for years.

c) Taking a part of the preceding text

- I'm going to book our flight tickets on the Internet this evening, and **they'll** want to know how much baggage we are taking.
- I was waiting for **my son** to get home and **he** arrived about two hours late as usual.

2) Specifying / changing the framework for the interpretation of the following clause

In this section the theme is not the subject of the clause but another element that provides the content focus and/or the personal perspective on the part of the speaker.

a) Adjuncts

1) Textual

- **So** he apologised and suggested that they start again from the beginning.
- **Well**, what else could he say?
- **Anyway**, they got together again later that week.
- **Ever since**, it's like they've been stuck together with superglue.
- **When I last bumped into them**, they told me they were getting married.
- Turn left, and **on your right** you'll see the main entrance to the car park.

2) Interpersonal

- **Fortunately**, there was nobody in at the time.
- **But unfortunately**, a lot of our equipment was damaged.
- **To be honest**, I haven't a clue how the fire was started.
- **Strangely enough**, we'd just had our insurance renewed.
- **Actually**, I think the fire was a blessing in disguise.

b) Thematic equivalent

- And at this moment, **what we don't know is** that Alex has already arrived at the back door.
- **What was really upsetting was** that Alex knew we wanted to surprise John.
- And so **what we did was** – you'll never believe this – was to just pretend that we had no idea who this guy Alex was.

c) Predicated theme (heads)

- ... but **it isn't all the mess they leave behind**, it's the fact that they don't understand the countryside at all.

d) Proposed theme

- **Cantona**, whatever happened to Eric Cantona?

B Tails

The focus of the clause is indicated by repetition at the end of the clause.

- I'm going to do exactly as I please, **I am**.
- He's a real pain, **our Mr Jones**.
- It's a bargain, **that**.
- They're always blaming someone else if anything goes wrong, aren't they, **politicians?**

2 Cohesion

Cohesion refers to the various means of creating linguistic cohesion within the discourse. The methods include:

- Reference (cf. Section A below)
- Ellipsis (cf. Section B below)
- Substitution (cf. Section C below)

Cohesion is based on the principle of shared knowledge, either anaphoric (i.e. reference to information already given in the text) or exophoric (i.e. reference based on knowledge of the world).

A Reference

Reference is based on content known to the listener from ideas, information; etc. previously mentioned in the discourse in the text or shared knowledge (including schematic knowledge).

1) Time reference

- **The following day**, exactly the same thing happened.
- **Then** all of those who had been affected went to see the manager.
- **Later that year** she got married.

2) Space reference

- He likes this kind of jam, on the shelf **here**.
- If you look right at the back **there, next to John**, that's me.
- You've got the park **behind you**, and you keep going **with the supermarket on your left ...**

3) Reference to people / things

a) By use of the definite article

- ... and during all this time **the teacher** never once asked me a question ...
- When we got home we saw that Mum had already set **the table** for dinner.
- But it was a bit of a surprise when we discovered that **the children** were not in their room.
- That's John, **the good-looking guy** I was telling you about.

b) By use of personal pronouns

- ... and I told **her** that **she** had caused a lot of trouble with **her** behaviour.
- **John, the man** she had been rude to, was extremely upset.
- **She** apologised to John later that evening.
- ... and told **him** that **she** was not aware of all the facts at that time.

c) By use of demonstrative pronouns

- On **that** particular day she was waiting for some good news.
- But **this** book is not the one I ordered.
- What on earth is **this** in my soup?
- **That's** my business number and **this** is my mobile number.
- Will **this** be okay? I'm not used to dressing so formally.

B Ellipsis

Ellipsis refers to the omission of words (lexical or grammatical) that are unnecessary as a result of the listener's knowledge of the context, either from the previous part of the discourse or on the basis of his/her knowledge of the world. As a consequence, they make an important contribution to the interpersonal character of the interchange.

- John ordered a main course and dessert, Jane [...] a salad. **[ordered]**
- Have you phoned for a taxi yet? No, I haven't [...]. **[phoned for a taxi]**
- True professionals accept responsibility, amateurs don't [...]. **[accept responsibility]**
- [...] **Doesn't** feel so good now, does it? **[It/That]**
- She knew there were problems but she wouldn't say **what** [...]. **[they were]**

C Substitution

Substitution refers to the avoidance of a repetition of words or phrases by using universal words such as 'one', 'do', etc. As with ellipsis, the use of substitution promotes the interpersonal character of the discourse.

1) Nominal

- They are selling their house to move into a smaller **one**.
- We are the only **ones** who know.
- She always gives the little **ones** presents at Christmas.
- This **one** here takes my fancy.
- That's the **one** who was causing trouble yesterday.

2) Verbal

- I know you **do**. Who **doesn't**?
- If you **don't**, and I **don't**, then who **does**?
- You're joking ... he **doesn't**, **does** he?
- Neither **do** I.

3) Clausal

- Almost all young people who try drugs do **so** because of peer pressure.
- I don't think **so**. That's not my understanding of what happened.
- I believe **so**. Yes, they all got a pay increase.
- **So** will I.

3 Markers

Markers indicate the perspective of the sections of a discourse. The specifications cover the following types of markers:

- A) **Boundary markers** that indicate the start and/or end of the various phases of a scenario (cf. Section A below);
- B) **Interpersonal markers** that promote the interaction and interpersonal atmosphere of the discourse (cf. Section B below);
- C) **Hedging markers** that indicate the speaker's wish to avoid precision, commitment or personal opinion (cf. Section C below);
- D) **Vivid language markers** that aim to increase the motivation of the listener by involving him/her in the interaction or by the use of intensifiers (cf. Section D) below.

A Discourse Boundary Markers

Discourse boundary markers are adjuncts that indicate the start and finish of the various sections of discourse. In this way, they help the listener to follow the structure of the discourse more easily. Markers are used to indicate the start and the end of the various phases of discourse, to show insertion sequences, to indicate a change of mode on the part of the speaker, e.g. self-correction, asides, etc. or to change the subject by, for example, returning to a topic that has been dealt with in a previous section of the discourse.

1) Starting markers

- **Well**, that reminds me of the time we were on holiday in Egypt.
- We'd just visited the Valley of the Kings, **well**, all the sites in Luxor.
- **Anyway**, we were in the market looking at all the stuff they sell to tourists.
- **Suddenly**, there was a lot of noise ... people were screaming.
- **So**, we decided to get out quickly.
- **Actually**, it turned out that it was only a merchant and his assistant having an argument.
- **Now**, which platform do we need?
- **Right**, let's go back to the hotel just in case.
- **Well**, I see it's just about time for lunch.
- **So**, which cheap and cheerful restaurant do we choose today?

2) End markers

- We'll just get the taxi to this end of the beach **then**, and walk the rest of the way.
- It will probably be even quicker, **actually**.
- He's not here, **actually**. He's probably got all the papers at his office **anyway**.

B Interpersonal Markers

Interpersonal markers are used to establish and maintain the personal relationship between the speakers.

1) Back-channelling

Back-channelling indicates to the speaker that you are listening and are following the discourse.

- I prefer to go for a drink when it's not so busy (**mmm**), I can't stand it, you know, when you have to wait to get served (**yeah**) and there's always someone pushing in front of you.
- She used to go out with John (**really?**) until he went to work in London.
- We should try to get there early (**yes**) or we won't be able to get a decent seat (**yeah, right**).
- **Well, it would be, wouldn't it?**
- **Really? Right.**

2) Empathising

Empathisers further the interpersonal relationship between the speakers by involving the listener in the content. This can be done in different ways:

a) Explaining

The speaker tries to ensure that the listener is able to follow the discourse by explaining the content as the discourse progresses.

- He had already been in trouble with the police before, **you see**.
- And I hate going into bars on my own, **you see**.
- ... and his father left when he was only five years old, **you see**.
- Children only get in free on weekdays, **you see**.
- I didn't want her to think I was that mean, **you see**.

b) Listener knows / agrees

The speaker tries to ensure that the listener is able to follow the discourse by relating the content to his/her world of experience.

- We all just wanted a quiet night out, **you know**, but John kept asking ...
- We're all paid about the same amount, **you know**, kind of like a co-operative.
- Well it's a bit of a hit now to be honest, **you know**, ever since it appeared on YouTube.
- ... and, **of course**, Andy had to get involved as usual.
- ... then, **of course**, she had to spoil it all by telling her dad.
- ... and I was the one to clean up the mess, **of course**, so nobody would know.

c) Question tags

The speaker maintains the listener's active involvement in the discourse by asking confirmation questions in the form of question tags.

- Nice day, **isn't it?**
- You don't open on Sundays, **do you?**
- Let's phone Annie and find out. You like Annie, **don't you?**
- It was a beautiful service, **wasn't it?**
- Wonderful, **isn't she?**
- They play the long game, **don't they?**

d) Dialogic markers

Dialogic markers are used to maintain the listener's involvement in a lengthy piece of monologic discourse, e.g. narrating, without his/her active participation.

- ... then he gets to the edge of the pool and ... **guess what happened** ...
- ... after we pulled him out ... **this is true** ... one of the waiters gave him a towel.
- Eventually, after he got himself dried and into some clean clothes, ... **you know what happened** ... they asked him to pay for using the pool!
- And, **you know**, I suppose they were entitled to some kind of compensation.
- **Of course**, he didn't want to pay to begin with ...

C Hedging Markers

Hedging markers indicate the speaker's desire to avoid committing him/herself with regard to an opinion, numbers, words and/or expressions, etc. Hedging is helpful in many different situations. Maybe the speaker does not know the adequate word or expression, maybe it is not convenient to be straightforward, or maybe he/she thinks the listener is not acquainted with a certain topic or terminology and therefore does not want to place him/her in a face-threatening position.

- I suppose you would have been **about** 20 at the time.
- You spent most of your time mucking about with engines **and things** ...
- The accident happened when you were trying to take the chain **bit** from the frame.
- The links **sort of** slipped from **the thing** holding the chain in place.
- After what happened, **I'm not sure** I'd let him loose on the boat again.
- ... I'd rather she stayed with her friends **or something** ...
- If she insists on not eating meat, she can get a bowl of soup **or something**.
- Since the children left ... we've always gone on holiday together ... usually a small house or cottage, **something like that**.
- It's **a bit** of a nuisance, actually.
- She's always been into alternative medicine and **that sort of thing**.
- Have you got all the plates and **stuff** we'll need to go camping?
- She can never walk past a charity shop ... she'll buy lots of rubbish ... little models of dogs ... **things like that** ...
- Anyway, she always brings something special when she comes home ... a bottle of champagne **or something** posh like that.

D Vivid Language

Vivid language aims to increase the listener's involvement by making the content more accessible and immediate and/or by emphasizing and intensifying the content and interpersonal involvement.

1) Demonstratives

- ... and **this** girl at the bus station just kept staring at me ...
- ... and there I was **this** close to being knocked over ...
- ... and **this** shop assistant ... you should've seen **these** shoes she was wearing ...

2) Repetition

- ... and he just went **on and on and on and on**.
- Anyway, she looked **really, really** good in the green one.
- It took him a **long, long** time to trust her again.

3) Intensifiers

- ... he came over **all** embarrassed when he tried to stand up.
- ... when the band stopped playing, the **whole** place just went wild ...
- ... it was **really** amazing to see so many people screaming...
- ... it was like that for the **whole** summer if I remember correctly.
- ... after John left, it seemed **really** strange, **pretty** weird, in fact.
- We all had an **absolutely** amazing time that night.
- There was **absolutely** no going back now.
- That is **absolutely** the best description of him I have heard.

4) Historic Present

- They **are playing** this old rock and roll number and everybody **is dancing** ...
- Their bags **are** on the floor and they **are dancing** in a circle ...
- We're **heading home** when **we hear** a noise right behind us.
- She **looks** down at her feet and **realises** she's got no shoes on.
- **We're looking** for somewhere to hide when he just **walks** straight past us.

3.2.2 Inventory G II – Task-oriented / Notional Grammar

- 1 Expressing Time
- 2 Expressing Quantity
- 3 Expressing Spatial Relationships
- 4 Describing / Defining
- 5 Expressing Modality
- 6 Hypothesising
- 7 Expressing Belonging / Possession
- 8 Making Comparisons
- 9 Expressing Causal Relationships
- 10 Conceding
- 11 Reporting
- 12 Giving Information
- 13 Negating
- 14 Eliciting Information
- 15 Giving Instructions
- 16 Making Comments / Exclamations

0 Introduction

This section aims to present grammar on a semantic, notional level indicating the way grammar can be used for the purpose of completing communicative tasks, a list of which has been included below. All the structures have been taken from the Inventory of Grammar forms. It is not intended to be an exhaustive list. The exponents have simply been chosen to give examples of each of the categories.

1 Expressing Time

A Point of time

- 1) **Time of Day** Can I have an alarm call at 6.15, please?
I'll get back to you before **eleven thirty**.
- 2) **Dates** The school is closed between the second of April and the twentieth.
The delivery should arrive on **23rd December**.
Can we book the cottage from **24th September to 31st September**?
- 3) **Adverbials**
- a) **Adverbs** She leaves for Edinburgh **tomorrow**.
She has **just** got back from holiday.
He needs to go home **now**.
I need to talk to him **afterwards**.
- b) **Adverbial phrases** He was in the café **yesterday evening**.
The swimming pool is closing down **this Friday**.
Did you have a good time **last night**?
- c) **Time clauses** **By the time I arrived**, all the bargains had gone.
When she gets here, can you show her to her room?
Can you put out the rubbish **before we go**?

B Duration

- a) **Adverbial phrases** He won't get out of hospital **for another two weeks**.
The office will not be open **until the start of next week**.
He has to revise for his exams **during the holidays**.
- b) **Time clauses** We won't get any peace **until the football season is over**.
Let's have a drink **while we're waiting for her**.
It's not over **till the fat lady sings**.
- c) **Other forms** He's just finished his **twelve hours'** shift.

C Frequency

- a) **Adverbs** I **never** go on holiday without my fishing gear.
Sometimes you need a licence to fish but not **always**.
Very often, I just take the day off and head for the nearest lake.
- b) **Adverbial phrases** **Every couple of months** I like to have a weekend in the countryside.
For about the fifth year in a row, the swallows have arrived in early April.
Every day before I go to work, I go jogging along the beach.

- c) **Time clauses** I go and watch Manchester United **as often as I can**.
Whenever she has the chance, she adds a glass animal to her collection.

D Sequence

- a) **Ordinal numbers** That was my **first** trip to Normandy, indeed my **first** trip to France.
 The kitchen department is on the **fourth** floor.
 That's the **second time** you've been late this week.
- b) **Adverbs** She smiled at him **and then** picked up her coat and left.
After that she got into a taxi and headed home.

E Time Frames

1) Past Time

- a) **Orientation**
(Within past time) It was when **I'd just moved** to Amsterdam.
 ... the mobile phone **he had just bought**.
 She **was running** for the bus on York Road.
I was taking a bath when she called.
 It happened while **I was washing** the dishes.
I was coming home from work when the rain started.
- b) **Events / States / Activities**
(Definite Past) She **walked** up to him and **slapped** him in the face.
 My instructor **laughed** and I **was a** bit annoyed.
 Later he **apologised** and he **asked**, 'Are you always so sensitive?'
 ... and she **says** 'But you always look so happy'.
 ... and Tom helps himself to the pizza and **he's stuffing his face** and **he's looking** at the wine.
- c) **Indefinite Past** She's **taken** it to the dry cleaners.
 He used to buy all his fruit and vegetables at the market but the market **moved** out of the town centre.
 When John **ran** the marathon, he was training five times a week.
- d) **Ceased Habits / States** He **used to** train five times a week.
 She **used to** be a teacher.
 The manager **used to** come round first thing every morning to check for any problems.
- e) **Past >> Future** She **was about** to become a mother for the first time.
 They **were just about** to get changed into their swimming gear.

2) Present Time

a) Past >> Present

She **hasn't been** to university this week.

Have they come back from the supermarket?

I've prepared the potatoes but I **haven't cooked** them yet.

I **have never been** to New York.

b) General Present

We usually **get back** from school at about half past four.

She **doesn't eat** meat at all ... not even chicken.

He's always causing trouble, especially when his friends are about.

You're always blaming me. Have a look at yourself!

It **takes** about 30 minutes by car.

Water **boils** at 100 degrees Celsius.

c) The 'now' present

I. Activities / events

Jackie **is searching** on the Internet while we speak.

I **am filling out** the form right now.

It's **raining again**.

II. Temporary habits

I **'m seeing** a lot of Barbara these days.

Why are they all **standing** in a line?

John **is working** in France just now.

III. States

I **remember** when this housing estate was all green fields.

I **like** French cheese very much.

She **loves** her little brothers.

3) Future Time

a) Present >> Future

I. Events / activities

We **are spending** next weekend at Uncle Frank's place.

What **are** you **doing** on Tuesday night?

They're **playing** Barcelona next week.

II. Timetable

His plane **leaves** Paris at 9.40.

Personal / official

We **arrive** at our hotel after midnight.

The clocks **move** forward on Sunday morning.

b) Functional

Ordering	I'll have the chicken pie with French fries, please.
Promising	As soon as it is ready, we'll deliver it to you.
Offering	You must be tired. I'll do the washing up.
Arranging	I know ... we'll collect the picnic and then we'll go to Anne's place.
Predicting	It's going to rain tonight.
Requesting	Will you do me a favour?
Certainty	He'll be there. He won't want to miss it.
Willingness	Don't worry. I'll see her home. I am not going to tell anyone. Your secret is safe with me.

c) Others

About to	They were just about to get changed into their swimming suits.
----------	---

2 Expressing Quantity**A Plurality****1) Plurals**

I'll need six **eggs** and four **slices** of ham.
Make sure the **children** are ready for school.
I'll be ready when I have cleaned my **teeth**.

2) Nouns always plural

I need a new pair of **trousers**.
Please pass me the **scissors**.
They live on the **outskirts** of town.
You are advised to keep your **valuables** in the safe.

3) Nouns always singular

They never have any **soap** in the bathrooms.
I'll give you a hand moving the **furniture**.
So much **baggage** for such a short trip!
If it wasn't for **music** then I don't know what I'd do.
I don't think I have the **courage** to face him.

4) Concord

He always **smiles** when **he walks** into the room.
They are coming tomorrow.
They all like Mozart.

B Countability**1) A/an**

(countable)

Do you want **a biscuit** to go with that?
Actually, I'd prefer **an apple**.

2) Some/any

(uncountable)

Do you have **any** cheese?
I'd like **some** sugar on it, please.
I don't have **any** experience in dealing with that sort of thing.
Actually, **any** advice at all would be useful.
I'd like **some** information about boat trips.

C Quantifying

1) Numbers

Yes, that's right ... we have **three** cats and **one** dog.

The population of North Berwick is about **6,000**.

The population is about **six thousand**.

It's about **five hundred** metres on your left.

2) Zero

They show **no** professionalism at all.

There's **no** way I can do it ... I'm too busy.

I always said he had **no** sense of humour.

I just haven't had the time to write to you until now.

They wouldn't give you the time of day, let alone any help.

Neither of us felt like going out.

I didn't like **either** of the choices on offer.

None of his friends are around these days.

I can't recall seeing **any of them** for ages.

3) Quantities

(Countable)

I'm going to have a **few** friends around to celebrate my birthday.

Here are a **few** more ideas to think about.

Some artists sell directly rather than through exhibitions.

He went to the library to look for **some** books on Chinese religion.

Many bars don't let in anyone under 21.

I don't have **many** lectures this term.

I lived next to her for **several** years.

Several hundred supporters were turned away from the match.

She certainly has **a lot of** admirers.

A lot of students have problems with basic maths these days.

There were **plenty of** restaurants to choose from.

He had **plenty of** opportunities to apologise.

4) Quantities

(Uncountable)

She would appreciate a **little** help, I'm sure.Just **a little** sugar, please.Let's open **some** champagne.He's already provided **some** information, but not, I feel, enough.Quickly now ... I don't have **much** time.I'm not taking **much** baggage, just one of these carry-on bags.She hasn't collected **a lot of** information yet.John is hoping to do **a lot of** reading on holiday.Don't panic ... there's **plenty of** time before the film starts.You can tell he's got **plenty of** cash, can't you?**5) Inclusive**Tea and coffee making facilities are provided in **all** bedrooms.**All** the furniture is made from timber from renewable forests.**Every** piece is hand-made to the highest standards.Not **everybody** agrees with your way of doing things.**Everyone** needs a break from work now and then.They took **everything** they'd need for a weekend's camping.**Each** conference participant received a document case, a pen and a note pad.**Each item** is individually numbered and given a seal of quality.You needn't smile, Ingrid ... **both** of you are in big trouble.Ingrid was responsible for their late arrival **both times**.In fact, they liked **both** of the pubs in the village.**6) Any, some, no + compounds****a) Any**

I. Questions

Do you have **any** special advice for travellers heading that way?Is there **anything** in the mail for me?Has **anybody** been to the new Chinese restaurant yet?

II. Negatives

They told me they weren't doing **any** meals until 6 o'clock.There isn't **anyone** who can do that kind of work these days.It was so dark I couldn't see **anything**.

III. Indefinite

Any colour will do as long as it isn't too dark.**Anyone** would have done exactly the same as me.Just try **anything** you think might help.

b) Some

- I. Offering Would you like **some** cheese with your vegetables?
Try **some** of this cake.
- II. Requesting Could you pass me **some** bread, please?
Do you have **something** a little less bright?
Can I have **some** more paper?
- III. Definite We've been sent **some** more work to do.
There's **something** I need to tell you.
Somebody just get her out of here.
We need **someone** who is over 21.

c) No

There is **no** reason why he can't do the washing himself.
There is **no** need to go to such trouble.
There's **nobody** around at this time of year.
In this place **nothing** gets done unless I do it myself.
No one has a clue who the guy is.

7) Phrasal Quantifiers

Do you want **a slice** of cake with your tea, Liz?
I get about sixty **pounds a week** because I'm unemployed.
And I'll need about 250 **grams of** butter for the cake.
The apples are about **one pound seventy a kilo**.
Get the **one and a half litre bottle** – it works out much cheaper.

8) Others**a) Both / either /
neither**

They **both** felt that they'd been treated badly.
Which of the shops do you prefer? I like **both** of them.

Do **either** of you want to check your email?
Do you want a cheese sandwich or a ham one? **Either** is fine.

Neither of us felt too good the next morning.
Which is better for you? **Neither** of them.

b) All / any / none

All of them are greedy self-serving fools.

Any of them is good enough to take on the Russian team.
She could have gone into **any** of the shops on the High Street.

The way I see it is that **none of** them is good enough for my daughter.
None of us had been in that situation before.

3 Expressing Spatial Relationships

A Location

1) Adverbs

Sign your name right **here**.
Put your coat **there**, next to the door.
You'll find the telephone **inside**.
Leave your muddy boots **outside**.

2) Prepositional Phrases

The next thing we knew, it was **right behind** us.
We spent the night **in Dover**.
Keep going until the river and it is **straight ahead**.
You can't miss it ... it's bang **in the middle**.
Turn left at the supermarket and it's **on the left-hand side**.
The airport is about 20 kilometres **out of town**.

B Direction

1) Adverbs

I'll be heading **home** in about 20 minutes.

2) Prepositional Phrases

We're going **to the city centre** in a few minutes.
Go **through the park** and wait for us **at the gate**.
The restaurant is **along the street**, and **under the bridge**.
Go **out of the front door** and you'll see it **on the wall**.

C Distance

1) Adverbs

I promise you ... it's not **far**.

2) Phrases

It's **quite near the station**, isn't it?
No. You don't have to go that **far**.
Just go straight ahead **for about 300 metres**.

3) Clauses

Walk along the canal **as far as you can go**.
Keep walking **until you come to a supermarket with a huge car park**.

4 Describing / Defining

A Describing People / Things

1) Adjectives

Well, I never knew economics could be so **interesting**.
The **little black** one suits you better.
Can I have two jars of the **home-made** jam, please?
Wow! You look **brilliant!**
She only eats **fresh** fruit and vegetables.

2) Phrases

a) Prepositions

They're a bit **like the Rolling Stones**
She's the woman **in the dress shop**.

b) Phrases

It's the cottage **covered in roses**.
There's a pub by the river **known as 'The Green Man'**.

He introduced himself to the girl **sitting next to him**.
He liked to play a game **known as 'catch the wind'**.

Who is the man **eating the giant-sized pizza**?
The girl in blue **dancing with her friends** used to be in my class.

3) Clauses

a) Important information / Defining / Identifying

I. People

And this is the man **who called the police when I was robbed**.
There are some colleagues **who simply never leave work until the job is finished**.
This is John, **the man I am going to marry**.

II. Things

Another thing **that we used to do when we were younger ...**
The stuff **that he used to sell in the market** was a lot better than a lot of the pieces they sell in shops these days.
This is probably **the most interesting and the most widely used of all applications developed this year**.

III. Places

The beach **where we first learned how to dive** is really expensive now.
Interesting! That's **where we had our wedding reception**.

IV. Time

That was **the year** we got into the semi-finals.
Was that **the only time** you had to get the police?

b) Additional information / Elaborating

I. People

He wanted to take on Jane, **who was working for me at the time**.
John, **who completed his degree last year**, has gone to work in Brussels.

II. Things

I bought a new phone, **which comes with lots of free applications**.
The house, **which actually belonged to her mother**, was now in ruins.
This is the movie **that caused all the fuss**.

B Describing Activities

- 1) Adverbs** I managed to find what I was looking for **pretty quickly**.
He **slowly** got to his feet.
How **fast** is the delivery service?
She's trying **really hard** to finish in time.
- 2) Adverbial Phrases** She's hoping to get there **by boat** rather than **by plane**.
They all live together **in a quiet and peaceful way**.
You're putting your card in **the wrong way round**.
You sound **like a bear with a sore head**.
- 3) Clauses** They ate and drank **like there was no tomorrow**.
I can never forget **how she loved to cook**.

C Modifying

- 1) Intensifiers** I **absolutely** refuse to get involved with him.
The food was **really** good.
She's **quite** bright, actually.
He became **more and more** puzzled as the day wore on.
- He made it **quite** clear what he meant.
I **quite** agree with you.
- 2) Downtoners** Since she left he's been feeling **a bit** down.
He said it wouldn't be **all that** difficult to finish his essay by Friday.
He is **fairly** good at that sort of thing.
I feel **a bit** uncomfortable now that I've said that.
She was able to get home **fairly** quickly.
It's **not quite** what I was expecting.
I'll **just** go to the toilet before we leave.
She doesn't **really** know if it will happen or not.

D Describing Personal Opinions, Attitudes / Comments

- 1) Adverbs** **Actually**, I fell asleep during the show, so I can't really comment.
Fortunately, the sun came out just before the party started.
Luckily, we had brought a lot of extra food just in case.
Unfortunately, nobody remembered to bring anything to amuse the children.
- 2) Phrases** **To be honest**, I didn't have a clue what he was talking about.
Strangely enough, Susan seemed to agree with him.
- 3) Clauses** **As far as I can see**, the man is an idiot.
As far as I am concerned, he should keep his opinions to himself.

5 Expressing Modality

A Expressing Ability / Certainty / Permission / Possibility

1) Possibility / Speculating

a) Modal verbs

He **might** not be back until tonight.

She **may** have something on that night – she's a busy woman.

If you hadn't been in such a rush, we **might have been able to** take in a show or have dinner or something.

I **may** have left them in the supermarket.

Don't worry. It **could have happened** to anyone.

She **could have been asked** to work late – she sometimes does when they're busy.

b) Phrases

It's possible that she went for a drink with her colleagues.

If she has, she's not **likely** to stay for long.

c) Adverbs

It isn't like her. **Maybe** she just forgot to ring.

Perhaps she's upset with us for not telling her where we were going.

She's **probably** at home watching the television.

Possibly, but usually she jumps at a chance to get out of the house.

2) Expressing Certainty / Assumption

a) Modal verbs

She **must be** fed up with him by now.

You **can't be** serious, Dad!

Her mother **should** be home by now.

You **shouldn't** have a problem finishing your essay on time.

She **ought** to get good grades after all the work she's done.

We **could arrive** in Zurich by tonight if we press on.

We'll **be arriving** at about 7 o'clock.

She **must have cooked** us something special. She doesn't usually mind if we're late.

He **can't have drunk** all the wine. There were gallons of the stuff left.

We **should have finished** by a quarter past one. I hope we aren't going to miss the bus.

She **ought to have reached** her house some time ago.

They'll **have arrived** in Bangkok by now.

If they were walking quickly enough they **could have got** to the campsite already.

b) Phrases

She's **certain to** be there. She wouldn't miss it for the world.

When they see how much less work is involved, they're **more likely** to accept the changes.

It's **possible** that there's an explanation for all this.

c) Adverbs

We'll **certainly** keep an eye on the house when you're away.

She'll **surely** call the police if she's frightened, won't she?

They're **probably** staying the night at Anne's place.

3) Expressing Ability

a) Modal verbs

She **can play** Mozart these days.

I **can't** understand a word he says.

You **could** learn to drive if you wanted to.

I **could** never play football because of my knee.

You **could** do it tomorrow if only you applied yourself.

She **could** phone to tell us the best way to get there.

They **could have** given us a lift.

b) Phrases

Phone the police. They might **be able** to tell you.

They **were able to** prepare a simple meal from the food that was left behind.

She'll **be able** to join the company when she finishes university.

4) Expressing Permission

a) Modal verbs

Can I open the window? It's a bit hot in here.

May I call you Mary?

Could you move over a bit, please?

I wonder if I **might** make a suggestion.

You **can't** have your phone switched on during the exam.

The children **can** play football on the grass, not on the concrete.

They **mustn't** run in the corridors.

b) Phrases

You're **not allowed** to whistle in the school buildings.

You **are allowed** to eat your lunch outside even if the weather is bad.

B Expressing Obligation / Necessity / Degree of Commitment

1) Expressing Obligation

a) Modal verbs

You **mustn't** make so much noise. The baby is asleep.

Students **have got** to fill in a form if they want to leave early.

Children **should be** taught how to swim by the time they leave junior school.

I **ought** to go now. My husband is waiting.

I'll **have to** finish my assignment this weekend. It's meant to be handed in on Monday.

I **should never** have got involved with her. She's trouble.

You **should have** informed the police as soon as it happened.

I **ought to have** told her about her father before she found out for herself.

b) Phrases

She's **not expected** to stay late at work every night.

She's **supposed to** tidy up before Mum gets home.

2) Expressing Necessity

a) Modal verbs

I **need** to make a phone call.

He **had to** go to Germany to find work.

He **didn't have to** pay tax when he lived abroad.

She **has got to** work harder to pass her exams.

You **don't need to** worry about her. She'll sail though her exams.

She **needn't have** bothered. I always keep some spare ones in the house.

We **don't need** to leave now. The match doesn't start until 8 o'clock.

They don't **have to** do what everybody else is doing, do they?

Anyway, I **haven't got** time to do it just now.

She **should have** gone on to do an MA.

You **needn't have** gone to all that trouble. I would have been fine.

b) Phrases

It's necessary to come to an agreement quickly.

3) Expressing Commitment

a) Promising

If you pass your exams, **I'll take** you on holiday.

b) Intention

I'm going to go up to him and **tell** him what I think of him.

I may visit them this summer.

Are you going to go by boat? We're **going to** take the Eurostar.

- c) Offering**
I'll buy the drinks for the party. I get a discount.
You can stay here tonight if you want.
Shall I help you get your bag down? It looks heavy.
Can I help you?
Would you like me to take you home now?
Would you like a cup of tea?
Do you want me to phone for a taxi?
Do you want a lift to the station?
- d) Willingness**
They **wouldn't** accept applications from anyone under 21.
I sent John to his room. He just **wouldn't do** what he was told.
I'm **not going to** let him borrow any of my things again.
- e) Advice / warning**
You **should** go straight to the police.
You **shouldn't have told him**. It won't be a surprise.
They **ought** to take more care of the roads.
We'd **better** leave soon or it will be getting dark.
- f) Requesting**
Can you come round tonight?
Can we stay until this programme ends, please?
Would you mind waiting outside for a moment?

6 Hypothesising

A About the Past

- 1) Wishes**
I wish I hadn't stayed in the bar so long.
If only I'd gone home when I said I would.
- 2) Conditions**
If I hadn't stayed out so late, I wouldn't have missed the bus today.
If she'd had some money left, she would have stayed an extra day or two.
- 3) Others**
She acted **as if** she owned the place.
He looked **as if** he'd seen a ghost.

B About the Present

- 1) Wishes**
I wish we could get away this weekend.
I wish he'd dress more neatly.
We'd love to stay a bit longer.
He'd love to play the guitar professionally.
- 2) Conditions**
If I knew his number, **I'd phone** him straight away.
If I were you, **I'd get going** right away.
If you decide on that colour, **that will** spoil the whole effect.

3) Others I feel **as if** I were dancing on air.

C About the Future

- 1) Hopes **We hope you'll have** time to visit us in Scotland.
We hope you'll be comfortable when you stay in our cottage.
- 2) Conditions **If you want** to order food, **you'll have to** let the cook know by 7 p.m.
If you need extra blankets, **then you'll have to** ask at reception.

7 Expressing Belonging / Possession

- 1) Pronouns When you get there, **my** best friend Jake will be at **your** service.
 She said, 'What's **mine** is **yours**'.
- 2) Genitive 's / s'
- Indeed, it was one of **Spielberg's** better efforts.
 But she didn't feel comfortable about having to stay at **Susan's** place.
 The view is great when you get there. It's about **an hour's climb to the top**.
 The one on the left is **Carly's** youngest.
 That's the **boss's** parking space.
 She probably got them from the local **butcher's**.
- Well, actually tourism is the most important part of the **town's** economy.
- 3) Others Was this decision **your own**?
 It was entirely **my own** decision.
 He'll do things in **his own way**, just the same as usual.
 She decided to start a company **of her own**.
- What **part of** the organisation do you work for?
 Apart from the chair, there are seven **members of** the board.

8 Making Comparisons

- 1) Comparisons / Superlatives He's much **better** company when he's on holiday.
 It looks **worse** than it really is.
 She's **more annoying** than her sister.
 His second book is **more interesting**.
 He might be here, but it's **less likely than** at weekends.
 It's **no quicker or slower** if we go via the bridge or not.

It's just a little bit **further** down the road from where you were.
She's much **more than** a girlfriend.

The **youngest** son is studying medicine at Edinburgh University.
Moving out of London was **the best** thing I ever did.
The **most annoying** thing about him is his voice.
It used to be the **tallest** building in New York.
That's the **shortest** time I've ever had to wait to get served in here.
They do the **biggest** portions in the city here.

2) Phrases

I got here **as fast as** I could.
Can you get back to me **as soon as** possible, please?
She's not **as clever as** she thinks.
Jake's **the same as** me ... he hates camping too.

3) Clauses

He spoke with an Irish accent, exactly **like** I do.

9 Expressing Causal Relationships

A Giving reasons

1) Preposition

A lot of people come here **because of** the shops.
The flight was cancelled **due to** heavy snow at Heathrow.

2) Phrases

The only reason they are better is because they start younger.

3) Clauses

She came last **because** she had never had a chance to practise.
That's why she didn't want to enter the race in the first place.
That's **'cos** she was busy with exams.
Why do you want to go there?
Well, it's **so** we can meet up with Jane at the same time.
As we have to go into London anyway, we may as well drop in.

B Expressing the purpose of something

1) Prepositions

What is that thing **for**?
It's **for** keeping it closed ... a sort of safety catch.
I never seem to be able to get him **to** study for his exams.

2) Clauses

Give me a call **so that** I can let Rachel know when we're meeting.
It's only fair to let her know tonight **in case** she has to arrange a day off work.

C Stating the result

- 1) **Prepositions** Changes have been made **due to** political circumstances.
Building takes longer **as a result of** the new health and safety rules.
- 2) **Adverbs** The traffic was moving **too slowly** for me to get here on time.
- 3) **Clauses** He failed his exam because it was **so difficult** to prepare for.
He almost passed, **so** they're going to let him take it again in June.
- 4) **Others** But he **had** his tax returns sent in on time.
Where did you **get** the chairs repaired?
His neighbours **were** very unhelpful and **the cause of** some of the problems.
Dancing with her all night **made me seem** a complete fool.

10 Conceding

- 1) **Prepositions** **Despite** all the fuss, we got to the station on time.
- 2) **Adverbs** It wasn't a problem ... we were going to the supermarket **anyway**.
- 3) **Clauses** **Although** the time it takes to get there is a problem.
I never thought she said that, **although** it might just be my poor hearing.

11 Reporting

1) Reporting statements / facts

- a) **Adverbs** **Seemingly**, he is enjoying his new freedom.
Apparently, his wife just walked out without telling him.
- b) **Clauses** I called the school and **they said** they knew nothing about it.
My dad **was saying** it's usually on the last weekend in June.
And **it says** here if you want to get a good seat you've got to reserve about two weeks before.
Well, **it said** in the brochure that the swimming pool was free.
They were in the bar and he's **like**, 'Are you Susan's sister?' and **I said**, 'No, but she's my friend'.
The doctor **says** he can get up for an hour or two every day now.
His friend **told me that** he'd already left.

c) Functional I **offered** her the use of my apartment but she didn't want to accept.
She **explained** that she wouldn't feel comfortable unless she could pay me something.
She **promised** she would ring back this evening.
She **apologised** for keeping us waiting.

d) Others **She's said to have been** quite a beauty when she was younger.
It's said to be one of the best-kept secrets in that part of Scotland.
He's **thought** to be arriving on Saturday.
They're **supposed to be** cooking us a meal on Sunday.

2) Reporting questions She **asked me to** play cards with her.
He'd like to know when he can start to get dinner ready.
They want to know when they can go home.

3) Reporting commands They **told me** I had to return it the following day.
The manager **has asked me** to give him a report by Friday.
I **was told** to keep my mouth shut or else.

12 Giving information

1) Neutral She was born in a little village in Estonia on the 22nd October 1928.

You go straight ahead ... take the first street on your right, go to the end of the street and you'll find a supermarket. My house is just behind the supermarket.

The restaurant **was selected** as the best in the region.

The Bass Rock is home to thousands of seabirds every spring and summer. There used to be a prison on the rock but it **was closed** in the 19th century.

There's an important piece of information you need to know.
There's a small market selling local produce two days a week.

2) Emphatic He **does** get into a lot of trouble for his age.
It **is** the best way to get to Oxford Street.
She **is** the class teacher.

3) Focussing

It's their striker that causes most of the problems.

It's Spain that we should watch out for.

It's more on the Internet you find these last minute deals but you can certainly try our travel agent.

What she needs to do is wait until Thursday and then get to the shop just before it opens.

That's why we are successful and they are not.

Really, **this is what** they do every weekend.

That's where the water is coming from.

There's another thing we need to consider.

The only problem we've got with that is her mother finding out.

Yes, but **the thing is**, I always work late on Tuesdays.

13 Negating

1) Neutral

They **won't** need to know anything about the trip.

They **wouldn't** have enough money to get there on their own.

I'm sorry, it **can't be** ordered over the phone.

Your order **won't be** delivered until Friday.

There aren't any of that size in stock.

There isn't anywhere to change money at this time of day.

2) Emphatic

I am **not** helping you with your homework!

3) Focussing

That isn't what we ordered.

That isn't how it should be cooked.

Actually, **what we didn't know was** that they had already arrived in London the previous evening.

It's not so much the clothes he wears **that** I don't like. It's the way he behaves when he's with his friends.

What I can't do is sit the exam for you.

14 Eliciting Information

Who is going to take Heather's place?

Why are you smiling like that?

Where are they going on Friday night?

What was all that **about**?

When does the film start?

Why can't he do it himself for a change?

Can you tell me how I can get in touch with her?

Can you tell us how long your friend has been playing in the band?

Do you think they might be able to play at our wedding?

I don't know whether you've heard their CD. It came out about a month ago.

Is that where you bought the tickets?

Is that how you got here? By train?

Is that the one John gave you?

Why is it that she never goes home at weekends?

Where is it that they are staying exactly?

Who is it that hasn't got their food yet?

Does he study Chinese **or** Japanese?

Are they travelling by car **or** by train?

Are you sitting comfortably?

Have you heard of Tibor Fischer?

Could we ask at someone's door?

Don't you know the way back?

What about Jenny? **Does she** have any cash we could borrow?

I just wanted to ask you if I could borrow some cash until Friday.

You're not going to Scotland again, **are you?**

You don't know if Barry is coming, **do you?**

Well that depends whether he's in Leeds at the time, **doesn't it?**

It would be easier having it at my place, **wouldn't it?**

You do want to come to the party, **don't you?**

Is it you that's being going around putting posters up?

Is that the place where they had the party last year?

We're buying some wine to take. **What about you?**

I'm going to the library now. **How about you?**

15 Giving Instructions

Place the pizza mixture in a warm bowl, **cover** it with a cloth or **place** it somewhere warm, **leave** it to rise for 30 minutes or until it doubles in size.

Take 5 ml of the medicine three times a day after meals and **keep taking** it for six days.

Go straight ahead past the station, **turn right** and the place is about 300 metres on your left.

16 Making Comments / Exclamations

- | | |
|--------------------------------|--|
| 1) Phatic communication | Have a nice day.
How's it going?
See you later. |
| 2) Back-channelling | Really?
Did she?
Hasn't he? |
| 3) Responding to ideas | What a brilliant idea!
Brilliant!
What a shame.
She's such a treasure, isn't she?
Yes. It just never seems to stop (raining) these days, does it?
Isn't that just perfect?
Oh no, he didn't, did he? |

3.2.3 Inventory G III – Inventory of Grammar

- 1 Verb Forms**
- 2 Noun Forms**
- 3 Articles**
- 4 Pronouns**
- 5 Adjectives**
- 6 Adverbs**
- 7 Prepositions**
- 8 Conjunctions**
- 9 Subordinate Clauses**
- 10 Sentence Patterns**
- 11 Ellipsis and Substitution**

- 0 Introduction**

The examples provided are illustrative only and are not indicative of the range of structures, parts of speech and other elements being categorised.

Please note that the vocabulary for all examples provided is selected from a list of the 3000 most used words in English. There may be an occasional 'international item' such as 'restaurant' or 'pizza' which falls outside this list, but is deemed to have wide enough currency to be retained. This vocabulary level is generally recognised as within the capabilities of a learner at B1 level according to the Council of Europe's 'Framework of Reference'.

1 Verb Forms

A Infinitive / Base Form

- 1) With 'to' I want **to go**.
I'm happy **to stay**.
- 2) Without 'to' **Do stay** for lunch.
You may **go** whenever you want.

B Imperative

- 1) Normal Imperative **Help** her look for her bag.
Put it on the table.
- 2) Persuasive Imperative **Let's go** to the cinema.
Let's change the subject.
- 3) Softened Imperative **Please be there** before nine o'clock.
Get back in time for dinner, **please**.

C Participles

- 1) Present Participle
- a) Regular She is **working** in France these days.
I hate **dripping** taps ... they drive me mad.
- b) Irregular She is **becoming** prettier every day.
- 2) Past Participle
- a) Regular She was **warned** that this might happen.
He has **finished** his supper.
- b) Irregular He has **become** a real pain recently.
It was **broken** ages ago.

D Simple Forms

- 1) Present Tense
- a) Regular She **works** in London these days.
He **studies** computer science.
- b) Irregular He **is** from Canada.
I **am** forty years old.

2) Past Tense

a) Regular

He **jumped** in the air.
They **walked** home after the party.

b) Irregular

We **went** to Paris for the weekend.
I **ate** a whole kilo of apples.

3) Will Future

I'll help you clean the floor.
They'll arrive soon.

4) Conditional Form

If I go out tonight, I'll **take** my coat.
I **am going to read** if there **is** nothing on TV.

E Perfect Forms

1) Present Perfect

He **has lost** his wallet.
They **have walked** to school every day this week.

2) Past Perfect

They **had worked** in that factory for twenty years.
She **had eaten** some fish the day before she came back from holiday.

3) Perfect Infinitives

She claimed **to have seen** a ghost.
They seem **to have enjoyed** themselves at the beach.

4) Past Conditional

I would have told John **if I had seen him**.
If we had not gone out last night, **we would not have seen** them.

F Progressive Forms

1) Present Progressive

I **am working** until 7 p.m. today.
You **are standing** on my foot.

2) 'Going to'

We **are going to** make a pizza later.

3) Past Progressive

We **were watching** television when the phone rang.
I **was walking** home when I saw her.

4) Present Perfect Progressive

I **have been working** here for about ten years.
We **have been waiting** for an hour and he still hasn't come.

5) Past Perfect Progressive

We **had been working** since early morning when the boss told us that the order was cancelled.
John **had been expecting** a letter for a long time; finally it had arrived.

6) Will Future Progressive

I'll **be working** late tomorrow.
Will you be eating at home this evening?

7) **Infinitive Progressive** They are happy **to be spending** summer with their grandmother.
We **may be seeing** the new headmaster tonight.

8) **Perfect Infinitive Progressive** He seems **to have been working** very hard recently.
They ought **to have been thinking** about it by now.

G Passive Forms

1) **Present Simple** Classical music **is played** every weekend.
The butter **is kept** in the fridge.

2) **Present Progressive** The motorway **is being repaired** at the moment.
Don't come today ... the living room **is being painted**.

3) **Past Simple** They **weren't expected** so soon.
She **wasn't supposed** to come.

4) **Past Progressive** I thought that I **was being followed**.
She said that she **was being treated** very badly.

5) **Past Perfect Simple** **Have you been examined** yet?
She **has been informed** of the decision.

6) **Will Future** We'll **be told** the results in an hour or so.

7) **Conditional** You **would be given** a lift there.
You **would have been given** a choice.

8) **Passive Infinitive** He wants **to be paid** for the work he has done.
She wants **to be fed**.

9) **Perfect Passive Infinitive** He is believed **to have driven** the car while under the influence of alcohol.
John was assumed **to have arrived** in London the previous day.

H Auxiliary Verb Forms

1) **'Be'** Dr Smith **is** supervising my work.
My family **are** arriving on Tuesday.

2) **'Have'** They **have** decided to buy a new house.
She's gone home.

3) **'Do'** Where **does** your brother work?
I **didn't** see them.

I Modal Verb Forms

1) Simple Forms

- a) **Can** I **can't** swim.
She **can** speak Spanish, French and Italian.
- b) **Could** You **could** come to my house.
The weather **could** get worse tonight.
- c) **May** **May** I have some more wine?
Jane **may** know the answer to your question.
- d) **Might** I **might** see you again tonight.
They **might** come here for their holidays.
- e) **Shall** We'll see you tomorrow, then.
It's raining. What **shall** we do?
- f) **Should** It's 8 o'clock. He **should** be here soon.
You **should** go home now.
- g) **Ought to** Parents **ought to** keep their children under control.
I **ought to** get home. My mother's waiting for me.
- h) **Had better** You'd **better** get a move on. We're already late.
We'd **better not** stay too long. Anna has to get up early.
- i) **Will** I'll see her tomorrow.
She **won't** open the door.
- j) **Would** He **would** never tell anyone what happened.
Would you mind waiting here for a moment?
- k) **Must** You **must** do something about your weight.
I **must** make an appointment with the doctor.
- l) **Need** He **needs** to get a new pair of shoes.
You **needn't** stay if you don't want to.

2) Perfect Forms

- They **must have** left ages ago.
He **could have** gone home by now.
She **might have** decided to walk home.
He **can't have** eaten his dinner. It's still on the table.

3) Progressive Forms

- I **should be going** home now. It's late.
Be quiet. They **may still be sleeping**.
They **must be eating** at home tonight.

4) **Progressive
Perfect Forms**

She **must have been studying** at the library when we called round.
They **could have been playing football** on Saturday.

2 **Noun Forms**

A **Singular / Plural Forms**

1) **Regular**

table, tables
brush, brushes
country, countries
leaf, leaves

2) **Irregular**

foot, feet
tooth, teeth
mouse, mice
woman, women
child, children

B **Singular Forms Only**

deer
sheep
aircraft

C **Plural Forms Only**

clothes
trousers
binoculars
earnings

D **Genitive Forms**

1) **Singular**

a man's voice
a girl's dress

2) **Plural**

the nurses' accommodation
the boys' behaviour
women's clothing
children's toys

E **Concord**

The **book is** on the shelf.
The **boxes are** under the table.
The **family is** sticking together.
OR The **family are** unhappy with the decision.

3 Articles

A The Definite Article

the boy
the boys
the sky

Mum, this is **the girl** that I met on Tuesday.

Could you pass **the salt**, please?

This must be **the best** holiday I've ever had.

The tiger has been wiped out in many parts of Asia.

B The Indefinite Article

a girl
a university

an egg
an hour

I bought **a** dress.

They live in **an** apartment.

A dog needs space to run around.

She is **a** dancer.

A couple of them didn't arrive.

They were doing sixty miles **an** hour at the time.

What **a** difficult child.

C Zero Article

All they need is () love.

We always have sandwiches for () lunch.

She plays () tennis.

() Women cannot be expected to do all the work in the home.

4 Pronouns

A Personal Pronouns

I read the book.
She likes red wine.

The dog bit **him** on the leg.

He showed **us** his collection of ancient weapons.

B Possessive Pronouns

1) Determiners

Her friend arrived today.
Our son is at university.

2) Nominal function

This coat is **mine**.
Is he a friend of **yours**?

C Reflexive Pronouns

He hurt **himself** quite badly.

They can look after **themselves** for a day or two.

It was the boss **herself** who recommended me.

D Demonstrative Pronouns**1) Determiners**

This coat is John's.

Those books belong to the library.

2) Nominal Function

That was my fault.

Those are not my gloves.

E Interrogative Pronouns**1) Determiners**

Whose fault was it?

What channel was it on?

2) Nominal Function

Who are you?

What is the answer?

3) With Prepositions

To whom am I speaking?

Which place did you send it to?

F Relative Pronouns**1) Simple forms****a) Defining**

The man **who** introduced us was a bit strange.

Only those of us **who** had tickets were allowed in.

b) Non-defining

His friend, **who** lives in Australia, is coming to see us next week.

My sister, **who** works as a nurse, is getting promoted soon.

c) Zero use

The chair () I was standing on fell apart.

The house () I bought last year was a real bargain.

2) With prepositions

Is that the girl (who/that) you arrived with?

Do you know the man (that) Jake is talking to?

He was very fond of the people (that) he lived with.

G Indefinite Pronouns**1) Some + compounds**

Some of the teachers walk to work; **some** drive.

Could you get **some** on the way home from work?

I need **someone** to help me.

- 2) **Any + compounds** We couldn't get hold of **any**.
We don't have **any** at the moment.
Do you want **anything** from the shop?
- 3) **Every + compounds** **Everyone** wants to go home.
Do you know **everybody**?
- 4) **No + compounds** **No one** wants to go on holiday with me.
Nobody is interested in what you think, John.
- 5) **None, neither** **None** of us knew which way to go.
None had yet been invented in 1885.
Neither seemed to be aware of my problem until later.
- 6) **All, both, either, each** I gave them **all** I had, even some of my clothes.
The musicians, **both** from West Africa, joined the band two years ago.
Luckily, not many of **either** was stolen.
The hotel had 10 rooms, **each** with sink and toilet.
- 7) **One** She is leaving her job for a better-paid **one**.
The children were very disappointed. **One** was even crying.

H Quantifiers

- 1) **Countable** How **many** cigarettes do you smoke a day? Not very **many**.
Do **a lot of** customers give you such trouble? No, only **a few** are like that.
- 2) **Uncountable** Do you need a lot of butter? No, **not much**, just **a little**.
Has there been a lot of trouble at the club? **A good deal**, actually.

5 Adjectives

A Comparison

1) Suffix forms

a) Regular **old, older, oldest**
long, longer, longest
fat, fatter, fattest
happy, happier, happiest

b) Irregular **good, better, best**
bad, worse, worst
far, farther, farthest

2) Periphrasis

tiring, more tiring, most tiring
beautiful, more beautiful, most beautiful

3) (Not) as ... as

Go **as fast as** you can.
 It doesn't taste **as good as** it looks.

6 Adverbs

A Formation from adjectives

1) -ly **quick, quickly**
 He **quickly** got out of his wet clothes.

2) No change **fast, fast**
 He bought a very **fast** car.
 She enjoyed driving very **fast**.

hard, hard
 She's such a **hard** worker.
 You'll have to work **hard** to pass your exams.

3) Irregular **well, better, best**
 The team played **well** but they still lost.
 She speaks German **better** than I do.

B Position of Adverbs

1) Adverbs of Frequency
 He is **always** in time for class.
 She **sometimes** goes home at weekends.
 Have you **ever** been to Russia?
 She **never** saw him again.

- 2) **Adverbs of Manner** They speak Spanish **well**.
He sings **beautifully**.
She sang the song **beautifully**.
She **silently** opened the door.
- 3) **Adverbs of Time** He arrived **yesterday**.
We'll wait until **tomorrow**.
Then we went home.
She hasn't finished her exams **yet**.
- 4) **Adverbs of Place** She lives **abroad**.
They went **home**.
I searched for my ring **everywhere**.
Here comes Jane.
- 5) **Adverbs of Time and Place** They went **home yesterday**.
They are going **abroad tomorrow**.
- 6) **Discourse Markers** **Well**, I have had enough.
Actually, this is not the first time it has happened.
Firstly, I'd like to introduce myself.
Consequently, he moved to Paris to be closer to his daughter.
However, this will depend on the number of applications we receive.
- 7 **Prepositions** **at** a party
at school
in pencil
from my point of view
on time
on TV
- What are you **looking at**?
The exact date – that's what she is not **sure of**.
She hates being **laughed at**.
- 8 **Conjunctions** I had never been abroad, **so** I was quite excited.
Although the weather was bad, we decided to head off to the countryside.
The snow storm was quite fierce. **Nevertheless**, we insisted on keeping going.
No sooner had I got home, **than** Julie knocked at the door.
Have they decided **whether** they'll come to the party **or not**?
Since you are here, you can help clean up.
As we were friends, I helped him.

9 Subordinate Clauses

A Nominal Clauses

Why she went home is a mystery to all of us.
They argued about **how to get home**.

B Relative Clauses

1) Defining

I've lost the newspaper **that I bought this morning**.
Could you pass me the book **that I borrowed from the library**?

2) Non-defining

This is Mrs Jones, **who is a neighbour of ours**.
John, **who you were introduced to yesterday**, is very helpful.

C Adverbial Clauses

1) Of time

We left **before the concert ended**.

2) Of place

He wanted to go **wherever he could swim and lie in the sun**.

3) Of purpose

She worked in the evenings **so that she could afford to buy a car**.

4) Of reason or cause

I was late **because I had missed my train**.

5) Of result

The work had become **so easy that I could do it without thinking**.

6) Of manner, comparison

I was never allowed to cook food **the way I wanted to**.

7) Of condition / concession

If she stays for another month, she'll probably get promoted.
I used to study hard **although it didn't really help that much**.

D Reported Speech

1) Without tense shift

Jim says he's going into town.
John says he's not going on holiday this year.

2) With tense shift

Jim said that he was going into town.
John said that he wasn't going on holiday this year.

3) Indirect questions

She asked me if I wanted to come with her.
He wanted to know why I studied English.

4) Indirect commands

My mother told us to tidy our rooms.
Susan advised me not to eat so much junk food.

10 Sentence Patterns

A Subject – Verb

- 1) **Pronoun subject** I cried.
- 2) **Noun subject** Dogs were barking.
- 3) **Infinitive subject** To stay would help.
- 4) **Gerund subject** Talking helps.
- 5) **'There' as subject** There are. (e.g. in response to a question)

B Subject – Complement

- 1) **'To be'** He is Spanish.
- 2) **'Sounds / feels / ...'** The sunshine feels fantastic.

C Subject – Verb – Direct Object

- I like oranges.
They love animals.

D Subject – Verb – Direct Object + Indirect Object

- 1) **Two pronouns** Jane gave him it.
- 2) **Two nouns** John gave the dog a bone.
- 3) **Noun and pronoun
(indirect object)** Mary gave him the book.
- 4) **Noun and pronoun
(direct object)** Susan fed it to the dog.

E Subject – Verb – Infinitive

- 1) **With 'to'** He loves to travel.
- 2) **Without 'to'** I must go.

F Subject – Verb + “-ing” Form

Andrew loves cooking.

G Subject – Verb + that/wh- Clause

He knows what happened to your brother.
She says that the best person won the competition.

H Subject – Verb + wh- Phrases

He explained why.
She knew how.

3.3 Inventory V — Vocabulary

The development and validation of the vocabulary wordlists was undertaken by CLARe researchers in order to bring the existing lists up-to-date and to support these lists with a systematic rationale.

When the original wordlists were analysed, the CLARe team found that they essentially reflected the four thousand (or 4K) most frequently occurring words in the British National Corpus (BNC), though there were a number of anomalies. The methodological approach taken to the development of the new wordlists included both qualitative and quantitative analyses. The first phase of the development project was to review each word from a quantitative perspective (in terms of frequency) and also from a qualitative perspective (with feedback from expert reviewers, both at CLARe and telc). The resulting wordlist is based primarily on the BNC 4K list, though there have been additions from outside the 4K range, including words such as: delicious, departure, inquiries, pepper, vacation, fluent, immigrant, luggage, garlic, pullover, multimedia and laptop.

When the final list of words was agreed on, the task was to exemplify the meaning or meanings to be associated with each word. This work was done through the creation of sentence-length contextualisation sentences through a combination of corpus (BNC) driven searches and expert-judgement based writing. The completed versions of the wordlists with exemplifications were then double checked for accuracy and consistency by experts from both CLARe and telc. As a result of this research activity, we are satisfied that the wordlists represented here are up-to-date and coherent.

We are confident that the methodology employed in the development of the wordlists presented here has resulted in a very focused and empirically supported list that can drive the telc examinations over the coming years. Of course, work in this area never ceases and in the future we will be looking to build on the most recent work on formulaic language to look beyond the traditional single word approach upon which all current major wordlists have been developed.

A

a, an	They have a nice house with a big garden. Would you like an apple or an orange?	accountant	To be an accountant you must be good with numbers.
able	My sister might be able to help you.	accurate	His description of the painting was very accurate.
unable	They were unable to come due to the bad weather.	accuse	Nobody has accused her of stealing the money.
disabled	I think the government should do more for disabled people.	ache	I woke up this morning with a terrible toothache.
about	The park is about two miles from here. What are they talking about? How about some pasta for lunch?	achieve	He has achieved his childhood dream.
above	John and Karen's flat is just above ours.	across	The bookstore is just across the street.
abroad	We're going abroad for our holiday again next year.	act	Our neighbour has been acting strangely recently.
absence	Nobody noticed his absence.	action	I like action films.
absent	He was absent from the dinner.	active	My father-in-law leads a very active life.
absolutely	You're absolutely right!	activity	Our club offers a number of spare-time activities for people of all ages.
abuse	The police officer abused his position of power. How serious is alcohol abuse among young people?	actor	He is the most talented actor in the film.
academy	She studied at a music academy.	actress	Do you know her? She's a famous actress.
accelerate	The car accelerates very quickly.	actual	The actual cause of the disease is still unknown.
accent	She speaks English with a Spanish accent.	actually	Actually, I'd rather spend the day at home.
accept	They do not accept credit cards.	ad	I'm running an ad in the paper and I have to stay near the phone.
acceptable	Mistakes like that are just not acceptable.	advert	The weekend papers are usually full of adverts.
access	You now have full access to all the information. Backstage access for the concert is restricted.	advertisement	I am writing in response to your advertisement for a receptionist.
accident	He wasn't injured in the car accident.	advertise	He advertised in the Sunday paper.
accommodate	The room can accommodate up to 85 people.	adapt	The book has been adapted into a film. They managed to adapt very easily to their new home.
accommodation	What was the accommodation like on your last holiday?	add	They want to add another member to the swimming team.
accompany	The dog always accompanies my grandmother, no matter where she goes.	addiction	Drug addiction is a serious problem nowadays.
according	According to the weather report, it's going to be sunny and dry tomorrow.	addicted	I think she's addicted to her work – she's a workaholic.
account	Where do you have your bank account?	additional	Ask your partner two additional questions.
		address	I've included her address and phone number in case you need to contact her.
		adequate	Are the parking facilities adequate for 50 cars?

adjust	You might need to adjust the car seat before you start driving. Have you adjusted to your new job yet?	aggressive	Aggressive driving often leads to accidents.
administration	The Bush administration left office in 2008.	ago	I went to Vienna two weeks ago.
admire	I have always admired my mother's courage.	agree	I don't quite agree with you.
admit	He has admitted to committing the crime. I admit he is not somebody I would spend my time with.	agreement	We came to an agreement.
adopt	Marion and Eric have two children and they want to adopt one more.	disagree	I quite often disagree with my wife.
adult	This film is only for adults.	disagreement	What's the reason for the disagreement?
advantage	Living in a big city has many advantages.	ahead	Go straight ahead and then turn left.
disadvantage	What are the disadvantages of travelling by train?	aid	My sister is a first aid nurse.
adventure	Tom and Jill were preparing to go on a jungle adventure.	aim	My daughter aims to finish her studies next year.
advice	Can I talk to you for a moment? I need some advice.	air	Let's go outside and get some fresh air.
advise	Who would be the best person to advise us?	air conditioning	All rooms in this hotel have air conditioning.
affair	Jayne was having an affair with one of her colleagues.	aircraft	The aircraft is now ready for boarding.
affect	His decision affected the whole family.	airline	I'm not sure I'd ever fly with that airline again.
affection	Michael has always felt affection for Sara.	airplane	David has always been fascinated by airplanes.
afford	We can't afford to buy this house. It's far too expensive.	airport	Can you take me to the airport tomorrow morning?
afraid	I'm afraid I won't be able to come to the dinner party.	alarm	His alarm clock did not ring.
afraid of	You are not afraid of dogs, are you?	album	My favourite band has just released a new album.
Africa	Kenya is a country in Africa.	alcohol	Is there any alcohol in this drink?
after	Let's meet after lunch.	alcoholic	This restaurant does not sell alcoholic drinks.
afternoon	Good afternoon. Can I help you?	non-alcoholic	Are there any non-alcoholic drinks? I have to drive home.
again	Can you say that again, please?	alike	The two sisters are very much alike.
against	Thousands of people demonstrated against the war. Put it against the wall, would you?	alive	Are your grandparents still alive?
age	The age of technology is upon us. At this age, most children sleep about eleven hours per day.	all	I haven't read all the emails yet. I live in California. We have nice weather almost all the time. Thanks very much, that's all then.
agenda	Peace talks were on the agenda at this year's conference.	at all	That shouldn't be any problem at all.
agent	Have you talked to your travel agent yet?	all right	Don't worry. It'll be all right.
		all the same	All the same, I think you'd better take a taxi.
		allergy	Sandra has a sun allergy.
		allow	I'm afraid smoking is not allowed in the restaurant.
		almost	They were almost at the airport when Helen realised she had forgotten her ticket.
		alone	Do you live alone?

along	I saw two men walking along the road.	anniversary	It's our wedding anniversary tomorrow.
alongside	We worked alongside Tom to finish the project.	announce	Hurry! They've just announced the arrival of the train from Paris.
alphabet	A, B, C are the first three letters of the alphabet.	announcement	The announcement was made today at two o'clock in the afternoon.
alphabetical	Please put the names in alphabetical order.	annoying	My neighbour is really annoying. She's always asking nosy questions.
already	When we got to the station, the train had already left.	annoyed	Many passengers were annoyed because their flight was delayed.
also	I speak French fluently, but I also have a working knowledge of Spanish.	annual	The festival is an annual event.
alter	He wanted to alter the spelling of his name on official documents.	anonymous	I received an anonymous letter. Do you know who may have sent it?
alternative	Do you know a good alternative to going to work by car?	another	Would you like another cup of tea? We'll buy the TV from another store.
although	I went to work, although I wasn't feeling well.	answer	I got no answer from him. I'm not sure if I can answer your questions.
altogether	We lost the TV signal altogether.	answering machine	Please leave a message on the answering machine.
aluminium	The can is made out of aluminium.	anti	This is an anti-smoking campaign.
always	I always have coffee and toast for breakfast.	antibiotic	The doctor prescribed Laura some antibiotics for the infection.
a. m.	The train leaves at 10.00 a. m.	anxiety	She has suffered from anxiety attacks since she was little.
amazing	His performance is just amazing!	anxious	We are all anxious to find out Sam's test results.
ambition	His ambition in life was to become a doctor.	any	We haven't got any more milk. Have you got any information about these places? He didn't answer any of my questions. I'm sorry, I can't wait any longer.
ambitious	Richard has always been an ambitious person.	anybody	Is anybody at home?
ambulance	Help! Call an ambulance!	anyone	Has anyone seen my car keys?
America	We went to America for the first time last summer.	anything	Is there anything I can do for you?
American	He has an American passport.	anytime	You can call me anytime you want.
among	There were two people from Canada among the visitors.	anyway	He probably won't have time anyway.
amount	The thief stole a large amount of money from the house.	anywhere	Is there a supermarket anywhere in this area?
analyse	He has to analyse the data before he can come to a decision.	apart	Apart from the bad weather, we had a good holiday.
analysis	We need a detailed analysis of the costs before we can make a decision.	apartment	We prefer to have a holiday apartment rather than stay in a hotel. We just moved into our new apartment in Seattle.
ancient	I have always been fascinated by ancient Greece.	apology	They accepted our apology.
and	They have two dogs and a cat.	apologise/ apologize	Jack apologised for the mistake.
anger	Her anger towards you wasn't justified.		
angry	My wife's angry with me because I've damaged the car.		
animal	He likes all kinds of animals.		

apparent	It was apparent that she was uncomfortable during the meeting.	around	I'll see you around five o'clock. The fitness centre is just around the corner. We were just walking around.
apparently	Apparently, the accident was due to the cold weather.	arrange	I've arranged to meet her after work.
appeal	The design doesn't appeal to me at all.	arrangement	Have you made any travel arrangements for next month?
appear	He suddenly appeared around the corner.	arrest	The man was arrested outside the bank.
appearance	Her appearance is very important to her.	arrival	You can find information on flight arrivals and departures on the Internet.
appliance	I had to buy new kitchen appliances.	arrive	When do we arrive in New York?
apple	I just bought some apples. Would you like one?	art	Do you like modern art?
apply	Have you applied for a new job?	artist	He's a great artist. Have you seen his paintings?
application	He sent off his letter of application last week.	article	Did you read the article in the newspaper this morning?
appoint	He's been appointed to the position.	artificial	They bought artificial flowers for the wedding. They don't look very good.
appointment	I have a doctor's appointment at three o'clock.	as	As I said, I don't think it's a good idea.
appreciate	We really appreciated your help on the project.	as ... as	It's not as difficult as it seems.
apprentice	He works as an apprentice mechanic in his father's car repair shop.	as if	He looks as if he is ill.
approach	They called me when they were approaching the border.	as usual	But, as usual, it was nice.
appropriate	Is it appropriate to answer your mobile while at dinner?	as well	Are you going to Glasgow as well?
approve	She has to approve the guest list before the invitations are sent.	Asia	He travelled to Asia on business.
approximately	It'll take approximately 20 minutes to get there.	Asian	Do you like Asian food?
April	Ryan and Carole got married last April.	aside	I've put his letter aside because I want to read it later.
architect	Peter Fox is the architect who designed this building.	ask	Can I ask you a quick question? She asked me about my mother's health. I asked the policeman the way to the airport.
architecture	I'm very interested in Roman architecture.	asleep	The children were already asleep when we came home.
archive	Go to the city archive to find the information.	aspect	There are many aspects to this issue. It is not that simple.
area	There are a lot of theatres in the London area.	assemble	When there is a fire, people should assemble outside the building.
area code	The area code is 06732.	assess	It's difficult to assess your own language skills.
argue	Don't argue with him!	assessment	According to his assessment, the business plan is very good.
argument	She's had an argument with her sister.	assign	My boss has assigned me to a new project.
arm	He's broken his arm.	assignment	I have an important assignment to finish by Monday.
armchair	This armchair is very comfortable.		
army	He joined the army when he was 17.		

assist	Many blind people have dogs to assist them when they go outside.	authorise	She has been authorised to come into this part of the building.
assistant	Ask the shop assistant to help you.	authority	He doesn't have the authority to make that decision.
assume	I assume their train was late.	automatic	That shop entrance has automatic doors.
assure	I can assure you that no animals were harmed in the making of this movie.	automatically	The machine works automatically.
at	The children are at home. She's good at what she does. I was pretty upset at the time.	automobile	They bought an old automobile at auction. It's a collector's piece really.
at all	Don't worry. It's no problem at all.	autumn	The festival always takes place in autumn.
at once	Do I have to pay for it all at once?	available	I'm afraid there are no single rooms available next week.
athletics	The US athletics team won five silver medals.	avenue	They want to go shopping on 5 th Avenue.
atmosphere	There was a relaxed atmosphere at the dinner party.	average	It was just an average day. I didn't do anything special. On average, men still earn more than women.
attach	Don't forget to attach the photo to the email.	avoid	I try to avoid the dangerous areas of town.
attachment	He sent his application for the job as an email attachment.	avoidable	Some mistakes are actually avoidable.
attack	The thief attacked the police officer. The attack was sudden.	unavoidable	The accident was unavoidable, I'm afraid.
attempt	He didn't even attempt to do the translation. That was a good attempt, considering you are still a beginner.	awake	I'm so tired, I just can't stay awake any longer.
attend	He has attended several yoga workshops.	award	He has won the award for Best Actor in a short movie.
attention	Can I have your attention, please?	aware	I'm aware of these problems.
attendant	Why don't you ask the flight attendant for a glass of water?	unaware	I was unaware that there was anybody in the building.
attitude	He has a great attitude about life.	away	I'll take care of it right away. Please don't leave the books on the table. Put them away. The airport is about five miles away.
attract	The minute he saw her, he instantly felt attracted to her. The event attracted lots of visitors.	awful	The weather was awful. It rained the whole week.
attraction	Buckingham Palace is one of London's tourist attractions.	B	
attractive	This part of town used to be an attractive area.	baby	The baby is now five months old.
attribute	Many great men attribute their success to the women in their lives.	babysit	Amy has promised to babysit for the neighbours this evening.
audience	She doesn't mind speaking in front of a large audience.	babysitter	They went out and left the children with the babysitter.
August	Many people go on holiday in August.	back	He stood with his back to the wall.
Australia	We're planning to go to Australia this summer.	backache	I get a backache when I have to pick up heavy things.
Australian	He's married to an Australian woman.	back door	The thief entered the house through the back door.
author	He's the author of several self-help books.		

background	It's good to have some background knowledge.	basement	We decided to turn the basement into a music room.
backup	The police called for backup. Don't forget to save a backup copy of your work.	basic	Job applicants need to have a basic knowledge of French.
back up	Remember to back up your work.	basis	We see each other on a weekly basis.
bacon	For breakfast we had eggs and bacon with toast.	basket	The picnic basket was full of appetising foods.
bad	I had a bad dream last night. That's not a bad idea.	bath	I'm going to have a bath.
worse, worst	Last year was the worst summer I can remember.	bathe	Is the babysitter expected to bathe the baby, too?
bag	I've left my purse at home in my shopping bag.	bathroom	Their house has three bathrooms.
baggage	Please go to the baggage claim area to pick up your suitcase.	battery	I need a new battery for my camera.
bake	We still have to bake a cake for the party tonight.	bay	The ship just anchored in the bay.
balance	I need to check the balance in my bank account.	be	Be careful! It's going to be a hot day today. I am your new neighbour. York is my home town.
balcony	Our flat doesn't have a balcony.	was/were, been	We were at home last night. I have never been to South Africa.
ball	The children were kicking the ball around.	beach	Let's go to the beach. It's such a nice day today.
balloon	I bought some balloons for the children.	bean	I do enjoy beans on toast.
ban	Smoking is banned in all public places.	bear	There are no bears in this area. The elderly man couldn't bear the noise.
banana	Our children love bananas.	bore, borne	She bore the heat without complaining.
band	He's been playing in a rock band for five years.	beard	Keith looks different without his beard.
bandage	At the hospital, I got a bandage for my injury.	beat	The beat from the music made me want to dance.
bank	Excuse me, where's the nearest bank?	beat, beaten	Our team beat the Chicago Bears last weekend.
bankrupt	If you don't stop spending so much money, you will end up bankrupt.	beauty	Let's take a moment to enjoy the beauty of nature.
bar	Let's go and have a beer. There's a bar just around the corner.	beautiful	You live in a beautiful area.
barbecue	We bought some steaks for the barbecue.	because	I went to bed early because I was tired.
bargain	There are many bargains during the January sale.	because of	Because of the rain, we didn't go outside yesterday.
bark	Our dog always barks at the mailman.	become	Our daughter wants to become a lawyer.
barn	All the animals on the farm live in a barn.	became, become	Food has become much more expensive in the last few years.
barrier	The barrier was down while the train passed by.	bed	It's time to go to bed. We tried out various bed and breakfast places on our holiday.
base	Their base of operation was in Berlin.		
based	The film is based on a true story.		

bedroom	How many bedrooms does this house have?	big	Cambridge is not a very big town.
bee	The flowers in the garden attract bees and butterflies.	bill	Can I have the bill, please?
beef	I like beef better than pork.	billion	The new roadwork project cost one billion dollars.
beer	Do you prefer beer or wine?	biology	I always liked biology in school.
before	I don't think I've seen her before. We must get to the supermarket before it closes.	bird	I could hear the birds singing in the garden.
beg	How do you teach your dog not to beg for food?	birth	They celebrated the birth of their first child.
begin	When does the film begin?	birthday	Tomorrow is my husband's birthday.
began, begun	She began to read when she was four.	biscuit	Do you want another biscuit?
beginning	I missed the beginning of the film.	bit	I was a bit shocked when I saw the police car in front of our house. Well, this is a bit of a problem.
beginner	Insurance companies charge more for beginners.	bite	Our dog doesn't bite. Would you like a bite of my sandwich?
behave	When your dog behaves badly, don't give him any biscuits.	bit, bitten	The postman was bitten by our neighbour's dog.
behaviour	Her behaviour tonight was really unusual.	bitter	It left a bitter taste in my mouth.
behind	Look! There's a police car behind us.	black	She was wearing a black dress.
believe	I believe he was telling the truth.	blame	Nobody blames her for the problems.
bell	For service, please ring the bell.	blank	He was looking at the blank sheet of paper in front of him.
belong	Does this suitcase belong to you?	blanket	Could you please bring me that blanket? I am very cold.
below	Paul lives in the flat below. It's ten degrees below zero.	bless	Bless you!
belt	That's a nice belt. Where did you buy it?	blind	He's been blind since he was born.
bench	We were sitting on a bench in the park and enjoying the sunshine.	block	The hotel is two blocks down on the left. The police blocked the street.
beneath	You can find the magazine beneath that pile of books.	blood	I don't like the sight of blood.
benefit	Leading a healthy life will bring you many benefits.	bloom	The flowers were all in bloom.
beside	The armchair is beside the desk.	blow	There's a cold wind blowing today.
besides	It's too late. Besides, we haven't got the time anyway.	blew, blown	The wind blew the boat towards the beach.
betray	She could not believe Simon had betrayed her.	blow out	Gerry blew out all the candles on his birthday cake.
between	The flower shop is between the post office and the supermarket. What's the difference between a two-star and a three-star hotel?	blue	The sky is really blue today.
beyond	I have seen things that are beyond your imagination.	board	Could you write the sentence on the board, please? It's £ 45 for full board. You can now board the airplane.
bicycle	I bought a new bicycle yesterday.	boat	There were lots of boats on the lake.
bike	We went for a bike ride on Sunday.	body	Regular exercise is good for your mind and body.
		boil	I'd like to have a boiled egg for breakfast.

bold	He felt very bold when he asked her out.	branch	That tree has really thick branches.
bond	The bond between mother and child is very powerful.		Our company has a branch in Frankfurt.
bone	My dog likes to chew on bones, so we always keep them for him.	brand	Those jeans are great. What brand are they?
bonus	She gets a bonus on top of her salary.	brave	He was very brave trying to stop the fight.
book	Don't forget to return the book to the library. I've booked a table for eight.	bread	Do you prefer white bread or brown bread?
booking	I am sorry, I can't find your booking in our system.	break	Let's have a short break before we continue.
boot	That is a very nice pair of boots, at a very good price.	broke, broken	He broke his leg in the accident.
border	It took hours to get across the border because the custom officers were on strike.	breakdown	There was a breakdown in communication.
bored	We were so bored, we left the party after an hour.	breakfast	We usually have breakfast at seven o'clock.
boring	That was a really boring film, wasn't it?	breast	I am thinking of making stuffed chicken breast for dinner. What do you think?
born	Mel was born in 1989.	breath	Just take a deep breath and relax.
borrow	Can I borrow your pencil, please?	breathe	We could hardly breathe because of the smoke.
boss	What's your new boss like?	brick	The house is made of brick.
both	Both books are good. I like both of them.	bride	Kate was such a lovely bride. She looked amazing in that dress.
bother	The noise doesn't bother me at all.	bridge	Cross the bridge, and the hotel is on your right.
bottle	We drank two bottles of wine with our meal last night.	brief	She sent me a brief message two weeks ago.
bottom	It's at the bottom of the page.	brigade	The fire brigade got to the burning building in record time.
boundary	The white fence is the boundary between the two properties.	bright	The weather will be bright and sunny until the weekend.
bowl	Would you like another bowl of soup?	brilliant	The concert last night was brilliant.
box	Is there anything in this box?	bring	Bring it back when you're done, will you?
boy	The boys were playing football.	brought, brought	She brought some family photos with her.
boyfriend	She had an argument with her boyfriend.	bring up	It's not easy to bring up a family today.
bracket	Complete the sentence, using the words in brackets.	Britain	She is flying to Japan via Britain.
brain	The task isn't that difficult. You just have to use your brain a bit.	British	Some people admire British humour.
brainstorm	I think we should brainstorm some ideas first.	broad	The subject area is very broad. Can you narrow it down a bit?
brake	You need to take your bike to the shop. The brake isn't working properly.	broadcast	The programme was broadcast at 11 p. m. yesterday.
		broadcast, broadcast	
		brochure	They sent me a brochure on language holidays in England.

brother	My brother works in engineering.	by	I usually go to work by car.
brown	My sister's eyes are brown, but mine are green.		I have to finish the translation by Friday.
browser	Which Internet browser are you using?		They only accept payment by credit card.
brush	I need to brush my hair. It's a mess. I need to buy a new brush. I can't find my other one.		The play was written by Shakespeare.
bubble	A bubble bath is very relaxing, I find.	by the way	By the way, have you made any arrangements for your holidays this year?
bucket	Could you fill this bucket with water?	bye	Bye! I'll see you next week.
budget	We have quite a big budget for this event.	C	
bug	I don't enjoy picnics. There are too many bugs around.	cable	Try connecting this cable to the computer.
build	They are planning to build a new shopping centre next year.	café	I could meet you at the café at twelve.
built, built	This house was built in the nineteenth century.	cafeteria	I usually have lunch in the cafeteria.
building	There are many historic buildings in the area.	cage	They keep all the animals in the zoo in cages.
bump	It was so crowded in the shops, people kept bumping into each other.	cake	Would you like a piece of cake?
burger	What kind of burger would you like?	calculate	Can you calculate how many more points we need?
burn	I'll try not to burn the cake this time.	calculator	I never use a calculator, do you?
burnt, burnt	I've burnt my finger.	calendar	I will have a look in my calendar but as far as I know, I am free that day.
bury	The dog buried the bone in the garden.	call	You can call me Mel. She called the children because lunch was ready. Did you call the police? Last call for flight 314 to Dallas. Can you give me a call sometime this afternoon? In the end, we had to call in the police.
bus	We'll just leave the car here and go by bus.	caller	The caller did not tell me his name.
business	What kind of business are you in?	calm	She's a very calm person.
busy	I'm really busy at the moment. Can we talk later? Please wait, the line is busy.	calm down	I tried to calm her down, but she couldn't stop crying.
but	There used to be a swimming pool in this area, but it closed a few years ago.	camera	That's not a digital camera, is it?
butcher	I always buy my meat from the butcher's.	camp	There is a holiday camp in the next village.
butter	Do you need butter to make pancakes?	camping	I used to go camping when I was younger, but now I prefer to stay in a nice hotel.
butterfly	There are so many butterflies in your garden!	campaign	His anti-smoking campaign is going quite well.
button	There's a button missing on your coat.		
buy	That's a lovely dress. Where did you buy that?		
bought, bought	I bought it on holiday in Portugal.		

can	Can you tell me how to get to the art museum? How many cans of tomato soup have you bought?	carpet	My son likes to play on the carpet in the living room.
Canada	Rick grew up in Canada.	carrot	Would you like some more carrot cake?
Canadian	Is he a Canadian citizen?	carry	Let me carry your suitcase for you.
could	Could you pick me up from the train station?	cart	Who put the ice cream into our shopping cart? The poor donkey had to pull a really heavy cart.
was/were able to, been able to	Fortunately, we have always been able to afford a nice flat.	cartoon	We used to watch cartoons every Sunday morning.
canal	He has always been fascinated by the Panama Canal.	case	Take an umbrella with you in case it rains. In that case, I'll have to take the early train.
cancel	I'd like to cancel my flight to Belfast, please. The flight was cancelled because of the weather.	cash	You can pay in cash or by credit card.
cancer	Yesterday she was told she didn't have cancer.	cash machine	There's a cash machine just around the corner.
candidate	He is just one of the twenty candidates who have applied for this position.	castle	There's an old castle about three miles from here.
candle	Candles make for a pleasant atmosphere.	casual	I like wearing casual clothes when I'm at home.
canteen	I would rather not eat at that canteen if that is alright with you.	cat	This is Alfie, our cat.
canyon	I've never been to the Grand Canyon.	catalogue/ catalog	I ordered the clothes directly from the catalogue.
cap	Could you help me with the bottle cap? I can't seem to be able to open it.	catastrophe	The flooding in Australia is a real catastrophe.
capable	She is very capable of finishing her assignment on time.	catch	He didn't catch the ball. Could you repeat your name? I didn't catch it.
capital	Paris is the capital of France. The word is spelled with a capital letter.	caught, caught	The police caught the bank robbers last night.
captain	On our river cruise we were invited to dine at the Captain's Table.	category	Seats are still available in all price categories.
car	I sold my car last week.	cater	The restaurant caters for vegetarians, too.
car park	We left the car in the car park.	catering	A catering company provided us with plenty of quality food.
card	How many Christmas cards do you usually send?	cathedral	Is the cathedral open to visitors on Sunday?
care	I don't care about that sort of thing. Can you take care of my dog while I'm away? Take good care of yourself.	cattle	He owns a cattle farm.
careful	Be careful! The roads are icy.	cause	What was the cause of the fire? The fire was caused by a child playing with matches.
careless	She was very careless and lost her purse.	CD	Do you have any new CDs?
career	She gave up her career as a lawyer to stay home with her children.	caution	You need to proceed with caution. It might be very dangerous.
		ceiling	Can you help me paint the ceiling in the kitchen?

celebrate	She celebrated her 90 th birthday last Thursday.	charity	I donate to charity every month.
cell	The prison cell was very small.	charming	We stayed at a charming hotel near the lake.
cement	They needed cement to finish building their house.	chart	This chart shows last year's sales results.
Celsius	It's ten degrees Celsius today.	chase	How can I stop my dog from chasing rabbits?
cent	It cost three dollars and ten cents.	chat	My friends and I like to chat for hours.
centimetre/ centimeter	My son's now at least two centimetres taller than I am.	cheap	The flight was quite cheap, actually.
central	His ideas were of central importance. My train arrived at Glasgow Central Station at ten o'clock.	cheat	He said that he didn't cheat on his test.
centre	The church is in the centre of town.	check	Could you check the bill, please?
century	This castle was built in the sixteenth century.	check in	I need to check in at the airport by half past four.
cereal	I just want cereal for breakfast today.	checklist	I don't want to forget anything. Let's make a checklist.
certain	I'm not certain about that.	cheek	When you have toothache your cheek may get swollen.
certainly	Yes, certainly.	cheer	We cheered loudly when he won the Olympic medal.
certificate	He received a certificate after completing the course.	cheerful	He is always such a cheerful person.
chain	She got a very beautiful silver chain for her birthday.	cheers	Cheers!
chair	The chairs we bought for the dining room are really comfortable.	cheese	Monterey Jack is an American cheese.
challenge	He challenged me to a swimming competition. The five-mile run was quite a challenge for me!	chef	I heard that the new French chef was doing all the cooking tonight.
championship	Their team plays in the finals of this year's football championship.	chemist	Is there a chemist's near here?
chance	This is your last chance to win free tickets!	chemical	Be very careful. Those chemicals are very dangerous.
by chance	We met at the station by chance.	chemistry	I enjoyed studying chemistry while I was in school.
chancellor	The report came in today from the Chancellor of the Exchequer.	cheque/check	I paid by cheque.
change	Here's your receipt and your change. I have to change trains at Derby. It wasn't possible to change the room for a quieter one. Silvia has changed a lot since I last saw her.	cherry	Would you like some cherry pie for dessert?
channel	We decided to cross the English Channel after all.	chest	For how long have you had the chest pains?
chapter	I have read the first two chapters of the book.	chew	He chews gum all the time.
character	This dog has a very friendly character.	chicken	Try some of this chicken salad. It's delicious.
charge	They charged me £3 for the book. There is no extra charge for children.	chief	Mr Palmer is the new Chief of Police.
		child	When I was a child, I enjoyed playing outside.
		children	They've got three children, two boys and a girl.
		chill	You just need to chill out. You are far too stressed.
		chilly	It's a little chilly in here. Could you close the window, please?

chin	While shaving, he managed to get a cut on his chin.	clean	Clean towels are over here.
chips	I'll have chicken and chips.		Could you clean the windows, please?
chocolate	Can I have another piece of chocolate?	clean up	Who's going to help me clean up after the party?
	I bought a box of chocolates for my mother-in-law.	clear	Everything's quite clear to me now.
choice	You have the choice of boiled potatoes or chips.		The sky was so clear we could see the hills in the distance.
choir	We weren't expecting the children's choir to sound so beautiful.	clearly	He explained the task very clearly.
choose	I can't decide. You choose!	clerk	The best thing would be to ask the bank clerk for help.
chose, chosen	She chose the most elegant restaurant in town.	clever	It was quite clever the way he did it.
chop	I would like to buy two lamb chops please.	click	What happens if I click on the green button?
Christmas	Christmas Day was quite sunny and we went for a walk.		You can register with just three mouse clicks!
church	There's a beautiful old church in the town centre.	client	Mr McKinney is one of our most important clients.
cigar	I can't really stand the smoke from cigars. It makes me sick.	cliff	Be careful not to fall off the cliff.
cigarette	Are you sure you don't want a cigarette?	climate	There have recently been many discussions about climate change.
cinema	Let's go to the cinema and see the latest James Bond film.	climb	Don't you think rock climbing is dangerous?
circle	They drew a circle in the sand.	clinic	I went to the clinic to get a health check.
circumstance	If only we had met under different circumstances.	clip	Do you have any paper clips? Have you seen the video clip on YouTube? It's really funny.
circus	The children wanted to go to the circus to see all the clowns.	clock	We had to work round the clock. His alarm clock did not ring.
citizen	Only American citizens can become the President of the United States.	o'clock	It's nearly eight o'clock.
city	We really enjoy living in a big city.	close	We must get to the post office before it closes. He was standing close to me.
claim	He claimed his money back from the insurance company. This medicine claims to cure backache.	closed	The museum is closed on Mondays.
clarify	Can you clarify that point for me again?	clothes	She always wears colourful clothes.
class	The biggest class has about twenty students. Send that letter first class, please.	cloud	There wasn't a cloud in the sky.
classroom	There are so many people in our course, we need a larger classroom.	cloudy	It was cloudy at first and sunny later in the day.
classic	This injury is a classic example of what can happen if you decide to climb a tree.	club	He's a member of the local football club.
		coach	They need to find another coach for the football team. Are you going on the coach trip to Stonehenge?
		coal	His father was a coal miner.
		coast	She lives on the coast of England.
		coat	Take a coat with you. It's cold today.

code	Can you decipher the code?	communicate	My French is not perfect, but I can communicate.
coffee	Would you like a cup of coffee?	communication	Good communication is important in a large company.
coin	He had only a few coins with him.	community	There's an active English community in Berlin.
cold	It's a cold day. I've got a terrible cold.	company	He works for an American company.
colleague	I enjoy working with my colleagues.	compare	We compared different models before we finally bought this car.
collect	My brother collects stamps.	compensation	We are hoping to get compensation for the damaged tree in our garden.
collection	They have an interesting collection of African art at the museum.	compete	I can't compete with him. He's a much better athlete than I am.
college	Our son wants to go to college after he finishes high school.	competition	Do you want to enter the sports competition this year?
colour/color	What colour shirt goes with a blue suit?	competence	What about the candidate's language competence?
colourful	She likes to paint colourful pictures.	competent	She is proving herself quite competent at her job.
column	The program will add up the numbers in each column of the table for you.	complain	Although we have complained several times, nothing has changed.
comb	I must buy a comb for my hair. Marge combed her hair before she went to bed.	complaint	I wrote a letter of complaint because I wasn't happy with the service.
combine	Don't combine two types of cold medicine.	complete	After you've completed the first task, you can move on to the second one.
combination	It's a refreshing combination of wine and mineral water.	completely	I was surprised to see him at the dinner party.
come	Come in! We've been expecting you.	complex	His problem was so complex that I couldn't help him at all.
came, come	I live in Germany, but I come from India originally. We came home late last night.	complicated	These instructions are really complicated.
comedy	I feel like watching a romantic comedy tonight.	compliment	That's a nice compliment. Thank you.
comfort	My husband dresses for comfort, not fashion.	compose	She composed a musical masterpiece.
comforting	Your words are very comforting, thank you!	comprehensive	He had to do a comprehensive review of our finances. In the United Kingdom, most pupils attend comprehensive schools.
comfortable	This chair is very comfortable.	compromise	In order to move forward, we need to reach a compromise.
uncomfortable	I find long journeys by car very uncomfortable. I prefer to travel by rail.	compulsory	I was told that wearing a uniform is compulsory.
comma	I never know where to put the commas in my sentences.	computer	May I use your computer?
comment	I am sending you my comments by email. Any comments would be appreciated.	concentrate	I can't concentrate, it's so noisy in here.
commerce	Commerce between our two countries is good.	concept	That's an interesting concept. Where did you get the idea?
committee	Stuart was picked to represent his company in the committee.	concern	We are concerned about our son's future.
common	It's quite common to use first names in England. They have nothing in common.		

concert	Do they have concerts on Sundays?	console	Mike has just received a new game console.
conclude	Based on the evidence, we can only conclude that he is not the thief.		I was trying to console her when she was crying.
conclusion	Have you reached a conclusion?	constant	This constant noise is really starting to bother me.
concrete	The pillars were made out of concrete. He had concrete evidence of her cheating.	constantly	My daughter is constantly talking on the phone. It's really annoying.
condition	That company offers good working conditions. The car is still in good condition.	construct	Do you know when the building was constructed?
confess	In the end, she confessed to the crime. Did he confess to you?	consult	Are you sure you don't want to consult with your boss on the matter? He consulted his diary to find out the date.
confidence	I have confidence in your abilities.	contact	Do you still have Jim's contact details? Are you going to contact him about the party?
confidential	The papers I have shown you contain confidential information.	contain	The text needs to contain a introduction, a body and a conclusion.
confirm	I'd like to confirm my reservation.	container	We now have containers for waste paper all over town.
confirmation	I first booked the room by phone and then sent the confirmation by email.	content	He is not content with his life.
conflict	Is there a conflict between you and your neighbours?	contest	She is against entering a beauty contest. Does everything have to be a contest with you?
confuse	I got confused when he asked me all those questions.	context	You need to read my reply in context or else it doesn't make sense.
confusing	The directions he gave me are very confusing.	continent	I've been to all five continents.
congratulate	Remember to congratulate Stephen on his win.	continental	This hotel only offers continental breakfast.
congratulations	Congratulations!	continue	Please continue with your story.
connect	I'll connect you to Mr Smith.	contract	I had to read the contract before I signed it.
connection	There's no direct connection between Dover and Hull.	contrast	There is a clear contrast between the two computer models.
conscious	He was conscious when I went to call the ambulance.	contribute	I'd like to contribute to the costs of the party.
unconscious	By the time the ambulance arrived, he was unconscious.	control	We've got everything under control. It's used to control the temperature.
consequence	You always have to consider the consequences of your actions.	convenient	Is three o'clock convenient for you?
conservation	Conservation of the countryside is becoming more and more important.	convention	My wife's going to a convention this weekend.
consider	Have you considered working abroad?	conversation	We had quite an interesting conversation.
considerable	There is a considerable difference between the two jobs.	convince	Can I convince you to come with me?
consist	This salad consists of mixed greens, tomatoes and onions.		
consistent	You have to be consistent in everything you do.		

cook	Do you like cooking? How would you like your steak cooked?	couple	It might be nice to spend a couple of days in London. Peter and Susan are a nice couple.
cookie	Those chocolate cookies are just so delicious!	courage	He showed great courage when he rescued the boy.
cool	It was quite cool this morning.	course	I'm going to take a computer training course next month.
cooperate	Are you willing to cooperate with the police?	of course	My husband went with me, of course.
coordinate	You will have to coordinate all the preparations for the wedding.	court	He had to appear in court.
cope	Will you be able to cope with all your assignments?	cousin	Laura is my cousin on my mother's side.
copy	Can you copy this document for me, please? How many copies of the book have you sold?	cover	Please cover the food before putting it in the fridge.
corner	The Magpie Pub is on the street corner. The TV is in the corner of the room.	crack	The earthquake was so violent, you could see cracks everywhere in the buildings.
corporate	This is a corporate event. Only employees of the company can participate.	cracker	Would you like some cheese and crackers?
correct	We can still correct the mistake. Do you know the correct answer?	crash	I was on my way home when I saw the two cars crash into each other. There was a terrible car crash on the motorway last night.
correctly	He answered the question correctly.	crazy	That is a crazy idea. I can't believe you want to do a bungee jump!
correspond	The words correspond to a definition. You just have to find it.	cream	Do you want cream with your coffee?
corridor	Because they were in different classes, they could only meet in the corridor.	cream cheese	Is there any cream cheese left?
cost	The cost of living in London is very high.	ice cream	Who ate all the ice cream?
cost, cost	The flight cost 450 dollars.	create	I'm sorry. I didn't want to create any problems.
costume	Have you found any costumes for the Halloween party yet?	creative	Annie is very creative person. She always has lots of ideas.
cottage	They wanted to buy a nice cottage by the sea.	credit card	Could you give me your credit card number?
cotton	The shirt is made of cotton.	crew	The entire ship's crew was present for the party.
cough	You have a really bad cough. I've been coughing all night.	crime	Stealing is a crime.
count	Our son is learning to count to 100.	criminal	The criminals were sent to prison.
count on	You can count on me to help you.	crisis	If we don't start the talks again, we will have a crisis on our hands.
counter	I think I left the bowl on the counter. Can you bring it to me?	crisp	I bought some crisps and popcorn for the kids.
country	How many countries are there in the EU?	criterion	The criterion for entry has already been decided.
countryside	She has always wanted to live in the countryside.	criteria	What are the criteria for participation?
		critic	Tony has always wanted to be a food critic.
		criticise/criticize	I didn't want to criticise your work. I'm sorry.

	criticism	He doesn't react well to criticism.	danger	DANGER!
cross		Look left before you cross the street.	dangerous	Pete's job is very dangerous; he's a racing car driver.
crowd		There was a big crowd at the football match.	dark	My daughters both have dark hair. He's wearing a dark blue suit. It's getting dark.
	crowded	The stadium was very crowded.	dart	Whenever they go to the pub, they end up playing darts.
crown		The Queen always wears her crown for official occasions.	data	They have collected enough data to start the analysis.
cruise		Tom surprised his wife with a holiday cruise on the Mediterranean.	database	They need to compile a database of all the children in this school.
crush		First crush the ice, then add the juice.	date	Can we change the date to 30 th May?
cry		I don't want you to cry over him. He is not worth it.	daughter	My youngest daughter is five years old.
culture		I have always wanted to learn more about Japanese culture.	day	You could go to London for the day.
cup		Would you like a cup of tea?	daily	I ordered a daily newspaper.
cupboard		She took some glasses out of the cupboard.	daytime	All she does is sit on her couch and watch daytime TV.
cure		They are still looking for a cure for AIDS.	dead	The animal is not dead, is it?
curious		Max has been very curious about what's in the box.	deaf	He is deaf in one ear.
curly		Joanna is the girl with the dark curly hair.	deal	Don't worry. It's no big deal.
current		Current events have made us reconsider our decision to go there.	deal with	I don't want to deal with these problems today.
	currently	Currently, our company is doing very well.	dear	Dear Mary, ...
curtains		It's getting dark. We'd better close the curtains.	death	We were all shocked to hear of Mr Grey's death.
curve		This graph shows an upward curve.	debt	He finally managed to clear his university debt.
cushion		We need to move the cushions off the couch.	decade	I haven't seen him in more than a decade.
custom		It's the custom to give presents at Christmas.	December	It always snows in December.
	customer	They treat their customers very well.	decent	I finally found a decent pair of trousers.
	customs	We went straight through customs.	decide	It's difficult to decide between the two.
cut		Where can I get my hair cut?	decision	It was a difficult decision to make.
	cut, cut	She cut the cake in half.	deck	While on the cruise, we spent a lot of our time on the sun deck. I bought a new deck of cards so we can play tonight.
cycle		Are you going to cycle to work today? The washing needs to go through another cycle.	declare	Remember to declare your cash at the airport.
dad		Her dad retired last year.	decorate	They decorated the house two weeks before Christmas.
damage		Careful! Don't damage the painting. We will pay for any damage caused.	deep	The lake's 60 feet deep at this end.
dance		They went to a dance. They danced all night.		

defence	Their defence tactic was not working, so the coach decided to change one of the players.	designer	My son wants to become a graphic designer.
defend	It was very easy to find a lawyer to defend you.	desire	Her greatest desire is to have her son come back for Christmas.
definition	I don't know the definition of this word.	desk	I've bought a new desk for my computer.
definite	It was a definite victory on his side.	desperate	She was desperate to get the medicine for her baby.
definitely	I will definitely come to your wedding.	despite	Despite all our warnings, she still went to the haunted house.
degree	He has a Master of Arts degree from New York University. It's ten degrees below zero.	dessert	Would you like some fresh fruit for dessert?
delay	There was a delay of ten minutes. The plane was delayed because of fog.	destroy	The fire destroyed several houses in our neighbourhood.
delete	Did you delete the email?	detail	Can you give me some more details, please?
delicate	That is such delicate material. You have to be careful.	detect	Did you detect the problems with his translation?
delicious	The meal was absolutely delicious.	determine	She is determined to find a new job quickly.
delight	For Mary it was a delight to see all her grandchildren at her party.	develop	It takes time to develop a relationship of trust with your customers.
deliver	I am waiting for the postman to deliver my parcel.	development	The development of new products costs a lot of money.
demand	He demanded to speak to the manager.	device	This is a very useful device.
demonstrate	Can you demonstrate how to work the new kitchen appliance?	devil	I can't believe it! The poor devil has lost his car keys again.
dent	She managed to put a dent in my car.	diagram	Can you explain the diagram to me?
dentist	I had to go to the dentist's yesterday.	dial	Can you dial her number for me?
deny	He can't deny you access to your own house.	dialect	Cockney is a dialect of English.
department	He works in the sales department. There's a new department store in town.	diamond	I got a diamond ring when I got engaged.
departure	We waited for over an hour in the departure lounge.	diary	This year I have decided to keep a diary.
depend	Well, it depends on the weather, doesn't it?	dice	Just roll the dice.
deposit	The deposit for this room is £ 300.	dictate	I am going to dictate the letter. It should be quicker.
depressed	She has been depressed all winter.	dictionary	I had to look up a couple of words in the dictionary.
describe	Can you describe the picture?	die	Luckily, nobody died in the accident.
description	You can find a description of the rooms on the hotel's website.	diet	It's important to eat a healthy diet and get some exercise.
desert	The Gobi desert is the driest desert in the world.	difference	What's the difference between the two?
deserve	You have proved to me that you deserve your reward.	different	Her work is very different from mine.
design	I really like the modern design of this building.	difficult	I'm sure you can do the job. It's not difficult.
		dig	The neighbour's dog likes to dig holes in my garden.

digital	Is this your new digital camera?	distribute	They were going to distribute their paper on campus first.
dim	Can you dim the lights please?	district	They went to the Lake District for a mini-holiday.
dine	They like to dine in the most elegant restaurant in town.	disturb	I am sorry to disturb you, but do you think you could help me with my computer?
	dining The dining room was quite small.	dive	I learned to dive when I was in Hawaii.
dinner	We had dinner at six.	divide	We divided the group into two teams.
dinosaur	Our little boy loves dinosaurs. He wants to know everything about them.	divorce	More and more couples divorce every year.
dip	We have sour cream and salsa dip.		divorced My parents got divorced last year.
direct	Can you get a direct flight to Chicago?	do	Do you live on the third floor? Could you do me a favour?
	direction Which direction did she come from? We couldn't understand the directions he gave us.		did, done I did a bit of shopping after work. Laura hasn't done her homework yet.
	director She was the director of a language school in Spain.	doctor	I went to the doctor because I wasn't feeling very well.
	directory I can't find his number. Just a minute, I'll check my directory.	document	He had very important documents in his briefcase.
dirty	Take your dirty shoes off before you come in.		documentary Last night we watched a documentary about sharks.
disappear	The animals disappeared into the woods.	dog	They've got a dog to protect the house when they're out.
disappointed	I was very disappointed.	doll	She loved to play with her doll when she was little.
	disappointing How disappointing!	dollar	Can you lend me five dollars?
disaster	The melting of the icecap is a natural disaster.	domestic	Ask your travel agent about cheap domestic flights.
discipline	My father was in the army, so discipline was very important in our home.	dominate	She clearly dominates the conversation.
discount	I received a discount because I'm a student.	donate	We donate to charity every year.
discover	Scientists have just discovered some ancient ruins in Greece.	door	Please make sure the door is locked.
	discrimination There's still quite a lot of discrimination against people from certain countries.		doorbell I didn't hear the doorbell.
discuss	We need to discuss the problem right away.		doorstep She left the parcel on your doorstep.
	discussion We had a discussion on this subject last week.	dose	What dose of the medication do I have to take?
disease	They are still trying to identify her disease.	dot	You forgot the dot at the end of the sentence.
dish	Could you pass me a dish for the soup? Can you help me wash the dishes?	double	We'd like a double room with shower, please.
display	The phone has a small display.	doubt	There's no doubt about it.
distance	I live within walking distance of my office. Can I make a long-distance call?	down	The cinema is just down the road. He fell down the stairs. Why don't you lie down for a few minutes?
			downhill I really enjoy downhill skiing and snowboarding.

download	You can easily download the software from our website.	duck	My children like feeding the ducks on the lake.
downstairs	The kitchen is downstairs.	due	Due to a car accident, the road will be closed for another two hours.
dozen	Can you buy a dozen eggs when you go to the supermarket?	during	You can sleep during the flight.
draft	It's just a draft. I still need to work on it.	dust	Why is there so much dust in this room? Didn't you just clean it?
drama	My house has seen a lot of drama lately. Laura is really enjoying the new drama on TV.	dustbin	Can you please bring me the dustbin? I have just finished sweeping.
draw	Did you draw that picture?	duty	She's not on duty today.
drew, drawn	Joe is an artist. He drew my son's portrait once.	duty-free	I bought some chocolates at the duty-free shop.
drawer	The towels are in the second drawer, on your left.	DVD	I did not see the film in the cinema but I bought the DVD.
dream	I had a strange dream last night.	E	
dreamt, dreamt (or dreamed)	I dreamed I was flying.	each	Each room has a balcony. They don't really like each other.
dress	She was wearing a silk dress at the party.	ear	The little boy is crying because his ear hurts.
dressed	Get dressed, kids! Breakfast's ready.	earache	I've got terrible earache this morning.
drink	Would you like another drink?	early	Is there an early flight to Atlanta? She woke up early in the morning.
drank, drunk	He only drank one glass of wine.	earn	Some professional football players earn a lot of money.
drip	I could hear the tap drip all afternoon.	earth	People used to believe the earth was flat.
drive	I usually drive to work.	east	The sun rises in the east and sets in the west.
drove, driven	I've never driven a sports car.	Easter	Easter Monday is a public holiday in England.
driver	The police officer was talking to the truck driver.	Eastern	Ewa is from Eastern Europe.
driving licence	I don't have an international driving licence.	easy	This text is very easy to understand.
drop	Don't drop the mirror, it'll break.	eat	How about something to eat?
drown	The kitten almost drowned in the river. I'm so glad we could save it.	ate, eaten	I've never eaten sushi before. I'd love to try it.
drug	Marijuana is the most widely used illegal drug among young Americans.	economy	The government is trying to improve the economy.
drug store	You can buy some shampoo at the drug store across the street.	economic	The country's economic situation is bad.
drum	I've asked him to stop playing the drums late at night.	edge	She is sitting at the edge of the cliff.
drunk	She went out and got drunk last night.	education	I want my children to have a good education.
dry	Tomorrow will be sunny and dry. I have to dry my hair before I can go out.	effect	It had no effect on her.
hair drier	It's always a good idea to take a hair drier with you on holiday.	efficient	He is very efficient at his job.
dual	Do you have dual citizenship?	effort	He made a great effort to finish the project on time.

egg	Would you like some scrambled eggs for breakfast?	encourage	You should encourage her to finish her studies.
eight	The film starts at eight.	end	Go down to the end of the street. In the end, we landed safely. The movie ended at around ten o'clock.
either	You can have either red wine or white wine.	enemy	He is your friend, not your enemy.
neither	Neither of us was able to answer the question.	energy	We should try to save energy in the home. She has a lot of energy.
elbow	His coat had patches over the elbows.	engaged	She's engaged to be married.
elect	The Americans elect their President every four years.	engine	There's something wrong with the engine.
election	The Labour Party won the last election.	engineer	She's an engineer at a British company in France.
electrical	That shop sells electrical goods.	engineering	He works in engineering.
electricity	The electricity has been turned off.	England	England, Wales and Scotland make up Great Britain.
electronic	The locks are now electronic. You need to use a key card to get in.	English	English is my native language, but I also speak Polish and Russian. They serve good English food at this pub.
elegant	Her dress for the ball was very elegant.	enjoy	Coming to Singapore? Enjoy your stay! Did you enjoy the concert?
element	Carbon is just one of the elements in the periodic table.	enormous	He had an enormous sandwich for lunch. I am surprised he managed to finish it.
elephant	Have you seen the baby elephant at the zoo?	enough	There's not enough time to finish the project. I made some chocolate mousse. Do you think it's enough for four people?
elevator	The elevators are to your right.	enquire/inquire	I just wanted to enquire about your Spanish courses.
eleven	They are meeting at eleven o'clock.	enquiries/inquiries	We will help you with your inquiries.
else	Is there anything else I can help you with?	ensure	Can you ensure that nobody will open that parcel?
email	She hasn't answered my emails yet.	enter	Don't forget to hit 'Enter' after you've typed in your password.
embarrassing	I found the whole situation quite embarrassing.	entertain	She needs to clean the house. She will be entertaining guests later on.
embassy	If you have any problems while abroad, do not hesitate to call the embassy.	enthusiasm	She has never lost her enthusiasm for playing the piano.
emergency	In case of an emergency, always call the police.	enthusiastic	She was very enthusiastic about her new job.
emotion	He didn't show any emotion but he must have been very sad.	entire	I can't believe he ate the entire cake.
emphasis	The emphasis in her job has always been about making money.	entrance	I'll meet you in front of the main entrance.
employ	The local factory used to employ over five hundred people.		
employee	How many employees does the company have?		
employer	His employer is willing to pay for him to do an MA.		
unemployed	He has been unemployed for three months now.		
empty	Your glass is empty. Would you like some more wine? He emptied the waste bin.		

envelope	I need twenty envelopes.	exact	I will inform you of the exact date of my arrival.
environment	We must do more to protect the environment.	exactly	The twins look exactly the same.
equal	All people are equal.	exaggerate	Don't believe everything he says. He likes to exaggerate his stories.
equipment	You can rent your diving equipment from the diving school.	exam	She was a little nervous before her exam.
equivalent	The money he made in one day is equivalent to a month's salary.	examine	The doctor examined his eyes.
era	We are living in the technology era.	examination	Will there be an examination at the end of the course?
error	There must have been an error somewhere.	examiner	The examiner will ask you some questions.
escape	The monkey escaped from the zoo.	example	Can you give me an example, please? For example, if you mix red and yellow, you get orange.
especially	We used to take a walk along the river, especially on sunny days.	excellent	The food here is excellent.
essay	We have two essays to write by tomorrow morning.	except	I like all kinds of vegetables except onions.
etc.	They serve all sorts of baked goods: cookies, cakes, muffins, cupcakes, etc.	exception	I'm afraid we can't make any exceptions.
ethnic	Her ethnic background shouldn't be a problem for anyone.	exchange	You can always exchange the book for another one.
euro	The ticket costs eight euros and fifty cents.	excited	The children were very excited about opening their presents.
Europe	France is a country in Europe.	exciting	There was an exciting film on TV last night.
evacuate	Due to the flooding, they had to evacuate the city.	exclude	We can't exclude him from this meeting.
eve	It started to snow on Christmas Eve.	excuse	Excuse me. Can you tell me what time it is? She had a good excuse for getting home late.
even	I didn't even know what the problem was. It's too late to go to the theatre now, even if they arrive in the next fifteen minutes or so.	exercise	These grammar exercises are not difficult. You need more exercise to keep fit.
evening	In the evening, we went to the opera.	exhibit	Have you seen the Egyptian exhibits at the British Museum?
event	He likes watching sporting events on television.	exist	Ghosts don't exist.
eventually	Well, eventually he came home.	exit	The exit is over there. Just follow the signs.
ever	Have you ever been to Hawaii? I don't think I'll ever forget it.	expand	We need to expand our product range.
every	We go for a run every morning.	expect	Do you expect the plane to arrive on time?
everybody	Everybody knows this song.	expensive	They stayed at the most expensive hotel in town.
everyone	Everyone helped to clean up the room after the party, so it didn't take very long after all.	experience	Our trip to Australia was an unforgettable experience.
everything	Fortunately, everything went really well.	experienced	He's a very experienced pilot.
everywhere	Everywhere you go, people speak English.		
ex	It took him a long time to get over his ex.		

expert	She's an expert on that subject.	fell, fallen	The boy fell off his bicycle.
explain	Can you explain that to me?	false	Is the statement true or false?
explanation	Your explanation helped me to understand the problem.	familiar	I'm not familiar with this neighbourhood.
explore	They wanted to explore the island.	family	Look! Here's a picture of my family.
express	She could not express her feelings.	famous	She's a famous athlete.
expression	What's the English expression for that?	fan	The rock band has many fans all over the world.
extend	Please can you extend my essay deadline?		It was so hot I had to buy an electric fan.
extension	Please call me on extension 56.	fantastic	We had a fantastic time last night.
extent	The extent of his injuries can't be determined yet.	far	You can walk to the theatre. It's not far.
external	Why don't you buy an external hard drive?	further, furthest	The hotel is further away from the beach than I thought.
extra	Fortunately, he was able to take on some extra work last week.	fare	I had to pay the bus fare.
extraordinary	He was an extraordinary musician.	farm	They have a small farm in Wales.
extreme	The extreme weather caused the flooding in Australia.	fascinate	Classical architecture just fascinates me.
extremely	I'm extremely grateful for your help.	fascinating	India is a fascinating country.
eye	Susan's got light blue eyes.	fashion	I went to a fashion show last night.
eyesight	My eyesight is really bad. I need glasses.	fast	How fast were you going when the police stopped you? He's got a fast car.
F		fat	Don't feed the dog from the table. It's not good for him and besides, he'll get fat.
face	His face looked familiar to me.	father	Her father retired last year.
facility	The hotel offers a variety of facilities, including an indoor pool.	father-in-law	My father-in-law bought this game for the kids.
fact	That's a fact!	fault	It's not my fault.
in fact	In fact, I won't need the report until Monday.	favour/favor	Could you do me a favour?
factory	The chocolate factory closed a couple of years ago.	favourite	What's your favourite colour?
fail	Can you believe it? Jonathan failed his driving test.	fear	I don't quite understand her fear of flying.
failure	Did an engine failure cause the accident?	feather	Look at this bird's beautiful blue feathers!
fair	That's a fair decision, I think. She's got fair hair.	feature	The hotel features a gym, a sauna, and a large lounge.
fairly	The instructions are fairly easy to understand.	February	She is going to New Zealand in February.
faith	I had a lot of faith in his ability to pass the test.	fee	She had to pay the university accommodation fees.
faithfully	Yours faithfully, ...	feed	Don't forget to feed the cats tomorrow morning.
fall	Our daughter is going to start college in the fall. Careful, don't fall down the stairs.	fed up	I'm getting very fed up with my job.
		feedback	I'd like to give her some feedback on her work.

feel	I feel happy most of the time.	finish	Do you want to call me at home when you are finished? My course finishes at the end of June. Have you finished your work?
felt, felt	She felt a little nervous during her job interview.	fire	There was a fire in the centre of town last night. The secretary was fired because she wasn't reliable.
feeling	I think he's feeling a bit lonely. I had a strange feeling when I walked into that place.	fireman	The fireman saved the woman from the burning building.
female	Would you rather have a male or a female boss?	firm	There's a Rent-a-Car firm at the top of the road. She had a firm grasp of mathematics.
fence	They put up a fence in front of their home.	first	This is the first time I went camping, and I really enjoyed it. My first name is Rosemary.
ferry	We took the ferry across to France.	fish	We had fish and chips for lunch.
festival	Did you go to the music festival last weekend?	fishing	My brother loves to go fishing down by the river.
fetch	I sent the dog to fetch the stick.	fit	Oh, it's a long way. I hope you feel fit.
few	There were very few customers in the store.	fitness	There's a new fitness club in town. Have you been there yet?
a few	May I ask you a few questions?	five	We're planning to stay for five days.
fiction	She prefers reading fiction to non-fiction.	fix	Can you help me fix my computer? It's not working properly.
field	We went for a walk across the fields.	flag	The English flag features St. George's Cross.
fight	He got in a fight with another boy last week.	flake	Would you like some corn flakes?
figure	Our phone number has six figures. She has a slim figure. I figured that she would arrive late.	flame	I enjoy looking at the flames in the fireplace.
file	I sent the file as an email attachment.	flash	The camera's flash blinded me.
fill	Can you fill the pot with water, please?	flat	She lives in a block of flats in London. I couldn't get home because my car had a flat tyre.
fill in/fill out	Could you help me to fill in this form?	flavour/flavor	I like the flavour of coffee.
film	Have you seen the latest Star Wars film?	flexible	The working hours are flexible.
filter	I need to filter the information. The coffee filter broke.	flexi-time	She works flexi-time.
final	His decision was final.	flight	Have a good flight!
finally	They finally arrived just after midnight.	flight attendant	You can ask the flight attendant for some more coffee.
finance	I've always been good at finance.	float	The flower floated on the water.
find	You can find the information on the Internet.	flood	The flood came so suddenly they couldn't leave in time.
found, found	I found the workshop quite interesting.	floor	The cup fell on the floor and broke. We were given separate rooms on completely different floors.
fine	The weather is fine today. Don't worry, it'll be just fine. Yesterday, I got a parking fine.		
find out	I'd like to find out more about living and working in the UK.		
finger	Yesterday, I cut my finger.		

flour	She needs flour for that recipe.	forgive	Please forgive me for not telling you the truth.
flow	There was a constant flow of people.	forgave, forgiven	You still haven't forgiven him, have you?
flower	She picked some flowers from the garden.	fork	Can I have a knife and a fork, please?
flu	My husband can't go to work this week. He's got the flu.	form	They'll send you a form to fill in.
fluent	Are you fluent in Italian and Portuguese?	formal	He doesn't like wearing formal clothes.
fluently	Do you speak Spanish fluently?	informal	She wrote an informal letter.
fluid	She needs to drink more fluids.	format	He re-formatted his hard drive. The photo is only available in .jpg format.
fly	Which airline did you fly with?	former	I saw my former English teacher today.
flew, flown	He flew to South Africa a week ago.	formula	He learnt a new formula in his chemistry lesson today.
focus	The camera lens was out of focus.	fortnight	I was in Amsterdam a fortnight ago.
fog	There was a lot of fog this morning.	fortunately	Fortunately, nobody noticed the mistake.
foggy	The weather was foggy, so we had to drive very slowly.	unfortunately	Unfortunately, we didn't have enough money to buy a new car.
fold	I learnt to fold napkins when I was a waiter.	forum	You are looking at a question and answer forum on the Internet.
folder	I left my folder at home.	forward	Our country is ready to move forward.
folk	I've always enjoyed listening to folk music.	found	The club was founded in 1886.
follow	Follow me, please. I'm sorry, I don't quite follow.	foundation	He started a foundation that helps children with disabilities.
fond	He was quite fond of the cat.	four	They want to have four children.
food	I really like Italian food.	fox	Fox hunts are now illegal in England.
foot	Are you going by foot or by car?	frame	I wanted to hang this picture up. I just need to find an appropriate frame.
feet	My feet are very cold. He's about six feet tall.	free	Buy one, get one free. Are you free on Tuesday afternoon? This is a free country.
football	The boys were playing football.	freedom	They had been given complete freedom.
for	I bought a present for my mother. You'll be late for the train. It's a knife for cutting bread. She'll want to rest for a little while. I think it'll be too warm in here for her. We are having fish for dinner today.	freeze	According to the weather report, it's going to freeze tonight.
forecast	The weather forecast says it will rain.	froze, frozen	Sam brought a lot of frozen food from the supermarket.
foreign	So far I've always had foreign cars.	freezing	It's freezing! Please close the door.
foreigner	Everyone is a foreigner somewhere.	freezer	The meat's in the freezer.
forest	They're on holiday in the Black Forest.	frequent	They make frequent visits to the spa.
forever	I want to stay here forever.	frequently	She frequently buys things that she doesn't need.
forget	Don't forget to pick up the kids this afternoon.	fresh	Have some fresh orange juice. Let's get some fresh air.
forgot, forgotten	I forgot my glasses.		

Friday	The weekend starts on Friday.
fridge	I put the cheese in the fridge.
friend	I like to get together with my friends on Saturdays.
friendly	She's a very friendly person.
unfriendly	Our new neighbor seems very unfriendly.
frighten	The big dog didn't frighten me.
frightening	The horror movie we saw last night was really frightening.
from	We came back from Hong Kong the day before yesterday. I'm not from here. The store is closed from 1 st to 22 nd August I'm looking forward to hearing from you. Prices range from 100 to 500 dollars.
front	I went to the front door.
in front of	The station is in front of you.
frost	There was frost on my car roof this morning.
fruit	Would you like some fruit juice?
frustrate	This job really frustrates me.
fry	Fry the onions first. Then add the other vegetables.
fried	I would like the fried beef in mushroom sauce.
fuel	I think we need more fuel. We won't make it back with the petrol we have.
fulfil/fulfill	She wanted to fulfil some of her childhood dreams.
full	The hotel's full this week.
full-time	I don't work full-time at the moment.
fun	We had a lot of fun at the party.
funny	Did you like the film? I thought it was really funny.
function	This big room is used for weddings and company functions. I can't function without my morning coffee.
fund	How exactly are we going to fund the new business?
funeral	Her grandmother died. The funeral is on Tuesday.
fur	I would never buy a fur coat, would you?

furnish	How are you going to furnish your home? The flat was nicely furnished.
furniture	She's bought some new furniture for the dining room.
future	Be more careful in future!
G	
gain	If you want to gain some work experience, this job is perfect for you.
gallery	The art gallery is closed today.
gallon	How many litres are there in a gallon?
game	Do you like playing board games?
gap	There was a large gap between the two cars.
garage	I wish I had a garage for the car.
garden	Have you tried to grow vegetables in your garden?
gardener	Our gardener planted wonderful roses in the garden.
garlic	Mmm ... I can smell garlic.
gas	Do you know the difference between solids, liquids and gases?
gasoline	Does your car use gasoline or diesel fuel?
gate	Go down this road till you see some big iron gates. The flight to Seattle leaves from Gate 18.
gender	What's the gender of this rabbit? Is it a male or a female?
general	In general, we had a nice time at the Pondview Hotel.
generally	It was generally very quiet and the weather was excellent.
generate	The radiator doesn't generate enough heat to keep me warm.
generation	We must make the world a better place for the next generations.
generous	He was a generous man who gave lots of money to charity.
gentle	Be gentle with the baby.
gentleman	Ladies and gentlemen, ... Do you know the gentleman over there?
geography	Jenn wants to study Israel's geography.

gesture	He held out his hand as a gesture of friendship.	globe	Mr. Parkins used a globe to show his students the locations of different countries.
get	How do I get to Kensington Road?	global	The environment is a global issue.
got, got (or got, gotten)	I'm going to get my hair cut. I got a nice present for my birthday. It's probably better to get your tickets when you're there.	glove	Put your gloves on so your hands don't get cold.
get back	After lunch, it was time to get back to work.	glow	The stars on my ceiling glow in the dark.
get better	He was quite ill, but he's getting better now.	glue	You need scissors, glue and markers for the project.
get dressed	Get dressed! We have to leave in ten minutes.	go	Why don't you go to the park this afternoon?
get in	Get in the car so we can leave.	went, gone	He went to Rome last summer.
get in touch	Mobile phones make it easier for people to get in touch with one another.	go away	Go away!
get married	I'm getting married in the morning.	go back	She wants to go back to Dublin next week.
get off	Get off the bus at the station.	go for	I'm going for a run. Do you want to come with me?
get on	When we got on the plane, they made an announcement.	go home	I'm going home soon.
get ready	Get ready! We have to go soon.	go on	Go on then, put the fruit in here.
get rid of	I had to get rid of my old bike.	go out	I don't want to go out tonight.
get together	We should get together for coffee sometime.	go shopping	Pamela likes to go shopping.
get up	So, I got up and went to the door.	go to sleep	It's time to go to sleep.
get used to	Andrew had to get used to waking up at 7 a. m. when he started work.	go up	The prices have gone up 3% in the last twelve months.
ghost	Sharon screamed when she saw a ghost in the haunted house.	go with	The shirt goes well with those trousers.
gift	Max didn't know what gift to give Anna for her birthday.	goal	The crowd cheered when Torres scored a goal.
giggle	Tickling her feet makes her giggle.	gold	The ring is made of gold.
girl	They have three children, two boys and a little girl.	golf	We play golf at least twice a week.
girlfriend	Jane was Frank's first girlfriend.	good	That's a really good idea! They did a really good job. Have a good time!
give	I hope the company gives me the job.	better, best	That's a nice bag, but I like the blue one better.
gave, given	I gave him free tickets to see the show.	good at	My daughter is very good at maths.
glad	I'm so glad to see you.	good-looking	He's good-looking.
glance	Even though he was reading, John would occasionally glance at the television.	Good Friday	This year my birthday will fall on Good Friday.
glass	A big glass of orange juice with lots of ice, please.	goodbye	I'm afraid it's time to say goodbye.
glasses	She wears glasses for driving.	goods	The farmer sells his goods at the local market.
		goose	We're having goose for dinner.
		govern	He gets paid a lot of money to govern the country.

government	What do you think of the new government?	grocery	She goes grocery shopping every week. I still buy my groceries at the small corner shop.
grade	What grade did you get in your exam?	ground	We live on the ground floor. It fell to the ground and broke.
gradual	The progression from child to adult is a gradual one.	group	A group of children has just arrived.
gradually	Things gradually started to change.	grow	These plants grow quickly.
graduate	I can't wait to graduate from university.	grew, grown	She grew tomatoes in her garden last summer.
gramme/gram	There are about 450 grams to a British pound.	grow up	I grew up in the city.
grammar	Look it up in your grammar book.	guarantee	Does money guarantee happiness?
grand	The view from the balcony was grand.	guard	There were several guards in front of the palace.
grandchild	The teddy bear is for my grandchild.	guess	Guess who I saw at the party last night?
granddaughter	Judy spends a lot of time with her granddaughter.	guest	How long are your guests staying with you?
grandfather	Chuck is the ideal grandfather for little Timmy.	guest house	They found a nice little guest house near Halifax.
grandparents	Unfortunately, I don't see my grandparents very often.	guide	It's a good guide book. We had a charming guide on our tour.
grandson	Paul is my youngest grandson.	guided	We went on a guided tour of London.
granny	I'm going to see my granny this weekend.	guideline	Just follow the guidelines. They are easy to understand.
grape	She loves grapes with cheese.	guilty	He was found guilty of murder and sent to prison.
grapefruit	John always has grapefruit juice for breakfast.	guitar	Do you still play the guitar?
graph	You can see the figures in the graph on page five.	gum	Adam always chews gum.
graphic designer	He wanted to become a graphic designer.	gun	They had no guns.
grass	Please keep off the grass.	guy	Jim is such a nice guy.
grateful	She is very grateful for the opportunity she had been given.	gym	He spent every evening training at the gym.
great	What a great idea! Great! Let's go out to the pub then.	H	
green	Is the green bag yours?	habit	Everybody has got good and bad habits.
green energy	Green energy helps us to protect the environment.	hair	I haven't brushed my hair yet.
greeting	I don't like sending online greeting cards.	haircut	I think I need to get a haircut.
grey/gray	The sky is grey and cloudy today. My hair is starting to turn grey.	hairdresser	I've got to go to the hairdresser's.
grief	Her grief was understandable. She had just found out her son had been killed in the war.	half	It's half past two. The stadium is about half a mile away from here. The hotel starts serving breakfast at half past six.
grill	Greg loves hamburgers cooked on a grill.	hall	Mr Miller's office is down the hall.

ham	Do you have any ham and cheese sandwiches?	have a look	Let's have a look at these documents.
hamburger	I'm afraid I just don't like hamburgers.	have got	I've got a terrible headache.
hammer	You could hear the wood crack when the hammer hit the nail.	have got to	You've got to tell her the truth.
hand	They shook hands. We had to wash our clothes by hand. Did you hand your paperwork in on time?	have to	I have to talk to my colleagues first.
handbag	Someone stole her handbag.	he	This is Ben. He's an old friend of mine.
handicap	You can only park in that space if you have a handicap.	head	He hurt his head when he fell.
handle	Don't worry, let me handle the problem.	headache	Do you still have a headache?
handout	The handouts are on my desk.	headline	I wonder what tomorrow's headline will read?
handsome	He was a tall, handsome man.	headquarters	Someone tried to break into the FBI's headquarters last night.
handy	Having a mobile phone comes in handy sometimes.	heal	The wound will heal in about a week.
hang	The picture is hanging on the wall.	health	The children are all in good health.
hung, hung	He hung up the phone.	healthy	She's hardly ever ill. She is very healthy.
happen	A funny thing happened on the way home.	unhealthy	Smoking is very unhealthy.
happy	They look so happy together. Happy Birthday!	hear	I didn't hear what he said.
harbour/harbor	The ship finally pulled into harbor.	heard, heard	I've never heard such a thing before. I hope to hear from you soon.
hard	Take a break. You've worked really hard. They're trying hard to please everybody.	heart	It broke her heart.
hard-boiled	You wanted the egg hard-boiled, didn't you?	heat	She could feel the heat of the fire from across the room.
hardly	The old man could hardly walk any more.	heating	The heating in our living room is not working.
hardware	Computer hardware has become a little less expensive.	heavy	Your suitcase is very heavy.
harm	No animals were harmed in the film.	helicopter	He surprised his wife with a helicopter trip.
harsh	That was a bit harsh, don't you think?	hello	Hello Chris, how are you today?
harvest	We hold a festival to celebrate harvest time.	helmet	Remember to wear your helmet when you ride your bike.
hat	It's cold outside. You'd better put a hat on.	help	Can I help you? You've been a great help.
hate	I hate milk.	helpful	The instructions weren't very helpful.
have	I just don't have the time.	helpless	I felt pretty helpless because I didn't understand the language.
had, had	I had a shower before breakfast. Well, you can have breakfast with me. Can I have a glass of water, please?	her	I want to talk to Lisa. Have you seen her? So we thought she could come over with her husband.
		hers	It's not mine. It's hers.
		herself	She looked at herself in the mirror.
		herb	You should add some chopped herbs to your dish.
		here	Can you come up here for a minute? Here you are. Thank you. Here's your receipt.

hero	Who is your favourite action hero?	honestly	Honestly, I can't help you.
hesitate	He hesitated before entering the house.	honey	Sheila loves milk with honey.
hi	Hi! How are you?	honour	He received a medal of honour for his bravery.
hide	She decided to hide the chocolate from her children.	hope	I hope I can take tomorrow off.
hi-fi	We've just bought some new hi-fi equipment.	hopefully	Hopefully, you'll get the job.
high	This is a very high building. The prices are not very high, are they?	horror	I don't enjoy watching horror movies.
highlight	Can you highlight the relevant section?	horse	He grew up on a horse farm in Texas.
highway	Tourists should respect the speed limits on US highways.	hospital	Last night, my best friend finally got out of hospital.
hill	The castle is on top of the hill.	host	Harry is a very good host; he makes his guests feel at home.
hilly	Hilly areas are nice for sledging in the winter.	hot	It's going to be a hot day today. I wouldn't recommend the hot curry. Try a mild one.
him	Have you seen Mr Andrews? I need to speak to him.	hotline	Call the hotline if you're having technical problems.
his	It's not my car, it's his.	hotel	Our hotel was near the airport.
himself	Alan hurt himself when he fell.	hour	Can you meet me in an hour? quarter of an hour That takes about a quarter of an hour. half an hour I waited for half an hour.
hint	I have no idea. Can you give me a hint?	house	We live in the yellow house over there. household How many children are in your household? househusband He really enjoys being a househusband. housekeeping He is really good at housekeeping. housewife You still hear people say: "She's only a housewife!"
hire	You can hire a car when you get to the airport.	how	How do you spell your surname? How much did the ticket cost? I don't know how long it takes. Can you tell me how to get to his house? how about How about going for a swim?
history	History was my favourite subject at school.	however	There are no more tickets for the Saturday show. However, we still have seats for the Friday one.
hit	He hit me on the nose. hit, hit He hit my car as he was backing out of his parking spot.	hug	She gave me a big hug.
hobby	John has got quite a lot of interesting hobbies.	huge	She did me a huge favour when she bought me the book.
hockey	Jason enjoys a game of hockey after work.	human	He is a decent human being.
hold	She was holding the baby in her arms. held, held He held a glass in his hand.	humour	He's got a good sense of humour.
hole	Oh no, there's a hole in my new shirt.	hundred	Can you lend me one hundred pounds?
holiday	Thanksgiving is a public holiday in the US. We went to California on holiday. holidays When do the school holidays begin?		
home	We stayed home all day. When did you get home last night?		
homework	The kids don't have any homework for tomorrow.		
honest	To be honest, I have no idea.		

hunger	Our organization is committed to fighting world hunger.	imagine	Imagine what you could do with one million dollars.
hungry	No, I'm getting quite hungry now, actually.	imitate	Sam is at the age when he tends to imitate everybody.
hurry	I'm in a hurry. Hurry up! It's getting late.	immediately	I need to go home immediately.
hurt	Is this the tooth that hurts?	immigrant	The number of immigrants has increased in the last ten years.
hurt, hurt	It was a miracle he wasn't hurt in the accident.	immigration	The government wants to stop illegal immigration.
husband	My husband works in sales.	import	What does your country import from the UK?
hut	When they went to Uganda, they stayed in a hut.	important	This is an important piece of information
hygiene	The kids just don't know how important oral hygiene is.	importance	Never underestimate the importance of a good battle plan.
I		unimportant	For my partner, money is relatively unimportant.
I	Hi, I'm Emma Green.	impress	They were very impressed with the party decorations.
ice	I'd like some orange juice with lots of ice.	impressive	That was an impressive performance.
ID	I have no ID on me.	improve	I want to improve my English.
identity card	Could you show me your identity card, please?	improvement	He is showing great improvement.
idea	She just had no idea. That's a really good idea.	in	The shoes are in the box. It rained in the afternoon.
ideal	This house would be ideal for all our needs. I think we should buy it.	in case	Take your coat with you in case it gets cold.
identify	The police were able to identify the thief thanks to your description.	in fact	In fact, I missed my Spanish lesson because of work.
identical	John and Mary have identical twin girls.	in front of	The station is in front of you.
if	I just wanted to ask you if you could help me. If the weather is nice, we can go to the beach. He'll attend the conference, if possible.	in love	I think she was in love with the young man.
ill	He's ill in bed.	in order to	In order to succeed, you have to work hard.
illness	During his last illness, we only saw him once or twice.	in spite of	They went for a walk in spite of the rain.
illegal	The police found some illegal drugs in his suitcase.	inch	The car moved forward inch by inch.
illustration	The illustrations in the book are really funny.	include	Does the price include service and tips?
image	Which of these images do you like best?	inclusive	It's all inclusive, isn't it?
imagination	This country needs politicians with more imagination.	income	What is your annual income?
		increase	The number of tourists has increased over the years.
		incredible	What an incredible story!
		independent	She wants to be independent and not rely on her parents anymore.
		index	You could look for the word list in the book's index.
		India	Shalini is our new colleague from India.

Indian	There's an Indian restaurant across the street.	international	It's an international meeting.
indicate	Can you indicate the right answer?	Internet	I booked the flight on the Internet.
individual	Instead of working as a team, they were acting like individuals.	interrupt	Don't interrupt me, please, I haven't finished.
indoor	The hotel has a large indoor swimming pool.	interruption	It's impossible to work here without any interruptions.
indoors	There are many sport activities you can do indoors.	interview	She had an interview at 10 a. m.
industry	There is a lot of industry in Leeds.	interviewer	The interviewer asked her a lot of questions.
industrial	Leeds is an industrial town.	into	There must be another way into town.
influence	He has been a great influence on her.		Can you put these photos into the box, please?
inform	Did you inform your boss of your decision to quit?	introduce	I'd like to introduce you to Mr Leverton.
information	The information they sent me is not very useful.	invent	Nasa invented a machine that will fly to Mars.
initial	Our initial meeting was last week.	invest	They decided to invest their money.
inside	Shall we have tea inside or out?	invite	They invited us to their wedding.
insist	I insisted on seeing the manager.	invitation	Thanks a lot for the invitation to your party.
inspect	The tour manager always inspects the rooms.	Ireland	Were you born in Ireland?
install	Can you install the computer programme for me?	Irish	Is O'Reilly an Irish name?
instant	Instant coffee only needs hot water.	island	Hawaii is an island in the Pacific Ocean.
instead	I didn't go to the gym yesterday. I stayed home instead.	it	It's raining.
instead of	I'll buy the blue shirt instead of the red one.	its	The famous ice cream shop first opened its doors in 1920.
instruct	The children must be instructed in road safety.	itself	Cambridge itself is not a very big town.
instructions	I don't understand the instructions.		
instructor	Who is your son's driving instructor?	J	
instrument	Do you play any musical instruments?	jacket	What size is your jacket?
insurance	You often get better treatment if you have private health insurance.	life-jacket	The flight attendant showed them how to use their life-jackets.
insure	Mark decided to insure his apartment against flooding.	jam	Do we have any strawberry jam left?
intelligent	They're very intelligent students.	January	January is the first month of the year.
intelligence	An IQ test measures people's intelligence.	jeans	Those jeans look rather old.
intend	Do you intend to leave the house today at all?	jewellery/jewelry	Linda loves nice jewellery.
intention	Her intention was to help Tom.	job	I think he's found the right job.
interest	The tour goes to all the places of interest.	join	Will you join us for a drink?
interested	I'm interested in classical music.	joke	Don't worry, it's just a joke!
interesting	It was an interesting experience.	journey	It was a long journey.
		jump	Jump up and down a few times! That was a jump of three metres.
		July	Is 4 th July a public holiday in your country?

junction	Take a left at the next junction.
June	I will arrive on 10 th June.
jungle	The jungle is home to many wild animals.
just	Just a moment, I'll see if Mary is in. The present is just what I wanted! I've just seen him leave.
K	
keen	He's not so keen on pubs, actually.
keep	Keep going straight on, past the station as far as the roundabout.
kept, kept	He kept the bottles in the fridge. You can keep the change.
kettle	Use the kettle to heat some water for the tea.
key	We lost our car key somewhere in town.
keyword	Look for important keywords when you read the text.
kick	Children love to kick a football around.
kid	The streets are full of kids because school is over.
kill	Millions of people were killed in the Second World War.
kilogramme/ kilogram	I'd like a kilogram of fresh strawberries.
kilometre/ kilometer	Our hotel was five kilometres out of town.
kind	What kind of music does she like? That was very kind of you.
king	There aren't many European countries that still have kings and queens.
kiss	I gave her a kiss. In some countries people kiss each other when they meet.
kitchen	Help yourselves to food and drinks in the kitchen.
knee	Have you hurt your knee?
knife	Mike, help yourself to a knife and fork. There are plenty of knives in the kitchen.
know	Do you know the Hamiltons?
knew, known	We never really knew how to do it.

knowledge	Their knowledge of mathematics is poor.
L	
label	Read the label before you buy anything.
lack	She wasn't able to concentrate because of a lack of sleep.
lady	Do you see the little old lady over there? That's Mrs Wilson.
lake	Perhaps we can take a walk around the lake on Sunday evening.
lamb	There's beef, pork or lamb for lunch.
lamp	She bought a new lamp for the bedroom.
land	In the end, the airplane landed safely. They bought 300 acres of land.
lane	You can't drive in the bus lane. You will get a ticket.
language	English is my first language.
laptop	Did you take your laptop with you?
large	He was carrying a large box.
last	The play lasted two hours. Is this the last thing on the list?
last name	What's her last name?
at last	There you are at last.
late	It's too late to call him.
lately	I haven't seen much of her lately.
latest	He's got all the latest software.
laugh	She laughed at me.
laughter	I heard the children's laughter.
law	It's against the law.
in-law	John's my son-in-law.
lawyer	You'll need a good lawyer.
lay	Lay your clothes on the chair.
laid, laid	John has laid the table for us.
lazy	I've got a colleague who's really lazy.
lead	Who wants to lead the way?
led, led	The guide led us to the entrance.
leader	My brother is the leader of his band.
leaf	In autumn all the leaves change colour.
leaflet	Have you seen the leaflet about the new gym?
lean	Don't lean on the door.

learn	How many languages did you learn at school?	likely	There might be some rain, but it's not very likely.
least	We chose the least expensive restaurant we could find.	unlikely	He's unlikely to come so late.
at least	There were at least 500 people.	limit	There is a limit to how many pizza slices I can eat.
leave	We'll just leave the car here and go on the train.	line	This page has 30 lines. Hold the line, please.
left, left	He left at 8 o'clock.	link	Click on the link to find out more.
left	Do I have to turn left or right? There's only one bread roll left.	list	Jane wrote a to-do list.
lecture	I have a 9 o'clock lecture on Monday.	listen	They were just not listening.
leg	She broke her leg a year ago.	litre/liter	He drinks two litres of water every day.
leisure	We've got a new leisure centre now.	little	I've got very little time. Thiy is Lisa, my little sister.
lemon	Do you drink tea with lemon?	a little	We have a little problem.
lemonade	Would you like to drink water or lemonade?	less, least	I have less time than you. It's the least I can do.
lend	Can you lend me some money?	live	Amy lives in New York It's live on TV.
lent, lent	He lent me a pen.	living room	You left your book on the couch in the living room.
length	What's the length of this car?	loan	He had to go to the bank and ask for a loan.
less	You should eat less sugar.	local	What's their local time?
lesson	He has started taking diving lessons.	lock	Lock the door so that no one can come in. I must have left the key in the lock.
let	Let's take a break.	lonely	Pat sometimes feels very lonely.
let, let	She let me drive her car.	long	It was a long journey.
letter	She wrote a letter to the company. The first word of a sentence starts with a capital letter.	long ago	How long ago was that?
level	Start on an easy level.	look	That dress looks very nice on you. Look carefully before you cross the road.
library	The library is open from 10 a. m. to 4 p. m.	look after	Can you look after my dog this weekend?
licence/license	He lost his driving licence for three months.	look at	He didn't look at the photos.
lie	Why don't you lie down for a moment?	look for	I'm looking for my glasses.
lay, lain	I lay there thinking about what I wanted to do with my life.	look forward to	We look forward to seeing you tonight.
life	I'm trying to live a healthy life.	look out	Look out, there's a car coming!
lift	You can use the lift or the stairs.	look up	I need to look it up in the dictionary.
light	She was wearing a light jacket.	lorry	All the lorry drivers were on strike.
lit, lit	He lit a cigarette.	lose	Now the company is losing 40,000 jobs.
lights	Please turn off the lights when you go to bed.	lost, lost	We lost the game. No, I won't get lost this time!
like	I like playing tennis. Would you like another drink? It was absolutely fantastic. I felt like a VIP. What are your new neighbours like?		

loss	I feel very sorry for your loss. Maggie was a wonderful person.	men	The police are looking for two men and one woman.
lot	That's a lot, isn't it?	manage	I managed to change the wheel myself.
a lot of	There's a lot of butter in this cake.	manager	She's the manager of our department.
lots	He likes lots of sugar in his coffee.	manual	Read the instruction manual before trying to set up a computer.
loud	Our son always listens to loud music.	manufacture	They manufacture cars in this factory.
lounge	Coffee will be served in the lounge.	many	There are so many nice people around.
love	I love spending time with my family. Her great love is music.	more, most	We need more bananas for the fruit salad.
lovely	It's a lovely colour.	map	Here's a good map of London.
low	This chair is rather low.	March	My son's birthday is in March.
luck	I've had a lot of bad luck recently.	mark	Please mark the correct answer. The route is clearly marked.
lucky	He was very lucky to get the job.	market	There's a market in the centre of town every Wednesday.
luckily	Luckily, they found the lost passport.	marry	She wanted to marry her first boyfriend.
unlucky	He's been very unlucky in his job search.	married	My sister's getting married next year.
luggage	How much luggage are we allowed?	marvellous	Marvellous, wasn't it?
lunch	What about a nice Sunday lunch in a pub?	mass	Put the mass in the pan and spread it.
M		masses	There are masses of people there.
machine	The answering machine is not working.	match	Have you got a match? I watched the football match on television last night.
mad	You must be mad to do that!	material	What sort of material is it?
madam	Can I help you, madam? Dear Sir or Madam, ...	mathematics	I hated studying mathematics at school.
magazine	There are some new magazines on the coffee table.	maths	Is she good at maths?
mail	Send the letter by air mail, please.	matter	What's the matter? It doesn't matter.
main	The cafeteria is in the main building. But the main thing is that we cannot afford to spend that much money.	maximum	That's the maximum price I'm willing to pay.
mainly	He mainly watches TV in the afternoons.	May	They got married in May.
major	This is a major problem.	may	May I use your phone? I may be late, so don't wait for me.
make	Can you make dinner for the kids tonight? We don't have to make any decisions today. He always makes me laugh. I made a dress for my daughter. I'm afraid I can't make it to the meeting today.	maybe	Maybe the kids are still at home.
made, made	Ooops, I made a mistake.	me	Can you hear me?
made of	The table is made of wood.	meal	It's difficult to find a good cheap meal.
male	George is a male name.	mean	What does this word mean?
man	Who is the tall man over there?	meant, meant	He meant to say yes.
		meaning	A word can have two meanings.

meantime	In the meantime, why don't you help yourself to some cookies?	mind	Yoga is good for your body and mind. Would you mind opening the window? Mind the gap! I just can't make up my mind.
meanwhile	Matt was cooking. Meanwhile, Karen was cleaning the floor.	mine	Emma is a friend of mine.
measure	Use a ruler to measure the length of a line.	mineral	Can I have some mineral water, please?
meat	I don't eat as much meat as I used to.	mini	He looks like a mini version of you.
mechanic	I took my car to a mechanic to get it fixed.	minimum	£200,000 is the minimum amount that we will accept for our house.
media	The media reports the latest news.	minor	It is only a minor problem.
medicine	Don't forget to take your medicine! My daughter's studying medicine.	minus	Five minus four equals one.
medical	You should take out medical insurance before you go.	minute	It's thirteen minutes past nine. I'm going home in a minute.
medication	Don't forget to pack your medication.	mirror	Look at yourself in the mirror.
meet	I'll meet you in the canteen.	miserable	He looked miserable.
met, met	You haven't met Ian, have you?	miss	Do you miss living in the city? I missed the bus.
meeting	There's an important meeting at four.	missing	The missing child was found.
melt	The ice cream will melt in this heat.	mistake	They've just realised their mistake.
member	He's been a member of the golf club for a long time now.	mix	What happens if I mix the two colours?
memory	My memory is getting worse and worse. The visit to my old school brought back lots of memories.	mobile	Just call me on my mobile.
mention	Oh no, we haven't mentioned that yet. I forgot to mention that.	model	There is a newer model of that car coming out soon. She is a fashion model.
menu	Could I have the menu, please?	modern	It's a very modern office building.
message	Could you give her a message?	moment	Just a moment, please.
metal	No, it's not plastic, it's metal.	Monday	What are you doing this Monday?
method	That's not a very good method.	money	Have you got any money on you?
metre/meter	The gift shop is about 200 metres from here.	month	We were in Sydney a month ago.
midday	The sun is highest at midday.	mood	She's always in a good mood.
middle	You'll find the book in the middle row of the bookcase.	moon	It must be full moon.
midnight	She didn't get home till midnight!	more	That makes it more difficult.
might	It might be nice to spend a couple of days in London.	morning	I'll write the letter tomorrow morning.
mild	The weather has been mild lately.	most	It's the most expensive hotel in town. I wonder which is the language with the most words?
mile	The farm is just two miles away.	mother	Her mother lives just down the road.
milk	Do you want milk in your tea?	mother-in-law	Do you get along well with your mother-in-law?
million	There are millions of them.	motor	He had problems with his car this morning. They think it could be the motor.
millionaire	You can become a millionaire if you win the lottery.	motorbike	She goes to work on her motorbike.

motorcycle	He's always wanted to buy a motorcycle.	nationality	What nationality is he?
motorway	There was a terrible accident on the motorway last night.	native	English is my native language.
mountain	We spent our holidays in the mountains last year.	nature	I saw an interesting nature programme on TV.
mouse	You use the left button on the mouse. Our cat doesn't like to catch mice.	naturally	Well, naturally he would do that, wouldn't he?
mouth	Open your mouth, please.	near	We live near Washington Park.
move	It was so crowded you couldn't move. They've moved to Vancouver.	nearest	Where's the nearest pharmacy?
movement	There is a lot of movement on the market.	nearby	There are some very nice pubs nearby.
movie	We stayed home and watched a movie last night.	nearly	Our presentation is nearly finished.
Mr	Could I speak to Mr Gilford, please?	necessary	It's not necessary to confirm the reservation.
Mrs	This is Mrs Moore's office.	unnecessary	That was quite unnecessary.
Ms	It's 'Ms', not 'Mrs'.	neck	I've got a pain in my neck.
much	He's much happier now. How much was it? He hasn't got much time.	need	I think I need your help.
mum/mom	My mum enjoys working in the garden.	needn't	You needn't come if you don't want to.
museum	We went to the Science Museum last Thursday.	don't need to	You don't need to do that now.
music	What kind of music does she like?	needle	Do you by any chance have a needle and thread?
musical	We went to a musical when we were in London. Do you play a musical instrument?	negative	She was very happy when the results came back negative.
musician	There are a lot of good musicians in Ireland.	neighbour/ neighbor	Our new neighbours are very noisy.
must	There must be something interesting on TV tonight.	neither	Neither of us wants to spend that much money.
had to, had to	We had to get used to this.	nervous	I was very nervous before the interview.
my	My wife's name is Chloe.	net	The fisherman threw the fishing net into the water.
myself	I'm going to do it by myself. I saw myself in the mirror.	network	I communicate with my friends through social networks.
N		never	I've never been to Canada before.
nail	I need a hammer and some nails.	nevertheless	It rained all day, but we had fun nevertheless.
name	What's your son-in-law's name?	new	How do you like your new new job?
first name	His first name is Paul.	news	Have you heard the news?
last name	Do you know Jennifer's last name?	newspaper	Can I have a look at your newspaper?
narrow	Some of the roads in Scotland are very narrow.	next	Who is next on the list? Remember, we don't have a meeting next Friday. He turned left, instead of going on to the next road.
		next to	The post office is next to the bank.
		nice	Nice to see you again. That was very nice of you. Thank you.

night	What did you do last night? Do they sleep all night without waking up?	number	He lives at house number two, the one on the left. A number of people left before the end of the play.
nightmare	Sometimes I have nightmares and can't sleep.	nurse	She's a nurse at the local hospital.
nine	She had to stay at work until nine last week.	nut	Would you like some nuts with your wine?
no	No, I don't think so. No smoking. I have absolutely no idea.	peanut	Is there any peanut butter left?
nobody	I went to the front door, but nobody was there.	O	
no one	No one could answer my questions.	object	There's one object that's different from the others.
noise	I couldn't sleep because of the noise.	obvious	It was obvious that she liked him.
noisy	The hotel was so noisy.	obviously	They obviously won't come now.
none	None of them are at the conference.	occasion	To mark this occasion, I've brought some wine along.
nonsense	I don't believe that. That's nonsense.	occasionally	I occasionally help my son with his homework.
noon	I'll meet you in the cafeteria at noon.	occupy	What occupies your mind most of the time?
nor	Neither Joe nor Ben speaks Spanish.	occupied	I'm afraid the room is still occupied.
normal	What's a normal work day like?	occupation	What's your occupation?
normally	Normally our baby sleeps through the night.	ocean	We enjoy living near the ocean.
north	Oxford is north of London.	October	I was very surprised to see snow in October.
north-east	We live north-east of Denver.	odd	That's very odd. I thought I closed the window this morning.
northern	He has got a northern accent.	of	What's the colour of your new car? My grandchildren are an important part of my life. They've got a daughter of fifteen. I'll give you a cup of coffee.
nose	The man had a big nose.	of course	Of course he's coming to the meeting.
not	It's not right. She does not eat meat.	off	I must be off now. Why is the TV off?
not at all	I don't like cheese at all.	offer	I offered to help him. They're going to make me an offer.
note	Did you read her note? Make a note of his address, please. Could you note it down for me?	office	Ms Hill is not in the office at the moment.
notebook	My new notebook is lighter than the old one.	officer	The police officer was very helpful, actually.
nothing	They had nothing to eat.	official	What's your official title?
notice	There is a notice on the wall. He didn't notice the mistake.	often	I don't see my cousin very often.
November	We're leaving on November 22 nd .	oil	Does your car use much oil?
now	Are you ready to go now? Well, it should have recovered by now.	OK	Is that OK for you?
nowadays	Nowadays almost everyone has Internet access.		
nowhere	We had nowhere to go.		

old	How old are your children? She's got those old jeans on again.	out of order	The lift is out of order.
on	I'll see you on Thursday. The office is on the fourth floor. He's on holiday until Monday. You could find out what's on at the theatre.	ordinary	Nothing happened. It was an ordinary day.
once	Our music lesson is once a week. – How often do you see him? – Once in a while.	organise/ organize	Who's organising the meeting? She's always very well-organized.
at once	Please stop it at once!	organisation/ organization	It's a non-profit organisation. The organization of the company is very important.
one	I have one brother and two sisters. Do you want to have the blue one or the red one? One never knows what is for the best, does one?	origin	They are still trying to determine the origin of the letter.
online	You can use the online dictionary.	original	The original plan was better than this one.
only	We only have a few minutes to make a decision. It's only four miles to walk. I've only just arrived.	originally	I originally come from the south of the country.
open	The shops usually open at nine o'clock. Shall we open the bottle of mineral water? The door was wide open.	other	Could you give me the other key, please? Fortunately there were no other cars on the road at the time.
opening	What are the opening hours?	each other	They like each other very much.
operate	The doctor will operate on the patient this morning.	otherwise	Don't forget to take your umbrella, otherwise you'll get wet.
operation	She's gone into hospital for an operation.	ought	You ought to have done it sooner.
opinion	What's your opinion, John?	our	Our boss has been in a bad mood all day.
opportunity	I don't have many opportunities to go abroad.	ours	It's not their money, it's ours.
opposite	The hotel is opposite the post office. Small' is the opposite of 'big'.	ourselves	We enjoyed ourselves very much.
option	You have three options.	out	I got out of the car quickly. Richard is out to lunch. Is this the way out?
or	Do you prefer skiing or snowboarding?	outdoor	Football is an outdoor game.
orange	I bought some oranges. Would you like one? I can't find my orange sweater.	outdoors	We spent the whole day outdoors.
order	Put the names in the right order, please. Are you ready to order?	outside	I don't want to go outside. It's too cold. We were standing outside the hotel.
in order to	She's learning English in order to get a better job.	over	There's a bridge over the river. There were over 200 people in the room. When is the meeting over?
		overhear	If you stand at the door, you can overhear them talking.
		overheard	I overheard them talking about Laura.
		overlook	How did you manage to overlook that exercise?
		overnight	I am not sure whether I will be able to stay overnight.
		overseas	He is from overseas.

overtake	If I speed up, I might just overtake the car.	part	I don't know this part of London very well.
overtime	I will try to work overtime this week. I need the money.		That's part of the problem.
owe	He still owes me some money.	part-time	She works part-time.
own	Do you own your house or do you pay rent? Were you on your own at the time?	particularly	That is a particularly difficult question.
owner	Who is the owner of the car outside?	partner	Bring your partner along to the party. We've got business partners all over Europe.
P		party	Did he invite you to his party?
pack	We still have to pack everything.	pass	I've just passed my driving test! Can you pass the salt, please? The hours passed slowly.
unpack	Have you unpacked your suitcase yet?	passenger	The passengers were asked to return to their seats.
packet	Can you buy a packet of biscuits, please?	passport	I need a new passport.
page	Look at the picture on page 12.	past	It's half past three. We drove past your house. I don't know what happened in the past.
pain	I've got a terrible pain in my leg.	path	Just follow the path until you get to the lake.
painful	That was a painful experience.	patient	She is a patient of Doctor Smith. Just be patient. It takes time to learn a new language.
paint	What colour paint do you want? We painted the kitchen ourselves.	pattern	She bought a new skirt. It has a nice flower pattern.
painter	Vincent Van Gogh was a very famous painter.	pavement	Stay on the pavement, Jon!
painting	The museum has a lot of modern paintings on show.	pay	Can I pay in cash? paid, paid Who paid for the trip? payment They only accept payment by credit card.
pair	I need a pair of black shoes.	peace	He's done a lot for world peace. peaceful I love it here. It's so peaceful.
pan	Put some butter into the pan first.	pear	Do you prefer apples or pears?
pants	Those trousers look really good on you.	pen	Can you lend me your pen?
paper	Do you need another piece of paper?	pence	It cost sixty pence.
paperwork	Remember to do the paperwork after you finish seeing that patient.	pencil	I this my pencil or yours?
paragraph	I have just one more paragraph to write and then I am finished.	penny	It's supposed to be good luck if you find a penny.
parcel	Could you take this parcel to the post office for me?	pension	My pension's about 75% of my last salary.
pardon	Pardon? Could you please repeat that?	people	Six hundred people live in this village.
parents	The boy's parents were very angry with him.	pepper	Could I have the salt and pepper, please?
park	It's very difficult to park one's car in the city centre. The children like playing in the park.	per cent	I got over seventy per cent in the last test.
parking	No parking here.		
parliament	We had a tour of the Houses of Parliament while we were in London.		

perfect	It's a perfect day for a walk, isn't it?	pile	You've got quite a pile of work there!
perform	She will have to perform her song in front of hundreds of people.	pill	Take two pills with a glass of water.
performance	When's her next performance?	pillow	How many pillows do you want, one or two?
perfume	That's my wife's favourite perfume.	pilot	Andrew travels a lot. He's a pilot.
perhaps	Perhaps we can get together later this afternoon.	pink	My little sister likes to wear pink skirts.
period	He was only here for a short period.	pint	A pint of beer, please.
permanent	She's looking for a permanent job.	pipe	The water is coming down that pipe.
permit	I had to get a permit to work abroad.	pity	It's a pity that she can't come.
permission	The teacher gave her permission to come later.	place	This is a good place to put your suitcase.
person	He's a very intelligent person.		This is such a nice place, isn't it?
personal	That's my personal opinion.		Place it here, will you?
personally	Personally, I don't believe what he says.	take place	The meeting will take place at eight o'clock.
persuade	I didn't need much persuading.	plan	I'm planning to spend a few days in this area.
pet	Pets aren't allowed in this building.		What are your plans for the holidays?
petrol	How far is it to the nearest petrol station?	plane	What time is your plane taking off tomorrow?
pharmacy	I bought some cold medicine at the pharmacy.	plant	Shall I water your plants when you are away?
phone	Your phone is ringing.	plastic	I don't like plastic cups.
photo	Do you want to see our wedding photos?	plate	Can I have a different plate for the cheese?
photocopy	I forgot to photocopy these documents.	platform	The train to Manchester leaves from platform 5.
photograph	I took lots of photographs when I was in Ireland.	play	We like to play cards in the evenings.
photography	Are you interested in photography?		Would you like to see a play by Shakespeare?
physical	Physical exercise is important for your health.	player	He's one of the world's best tennis players.
piano	Can you play the piano?	pleasant	That was a very pleasant evening, thank you!
pick	The little girl was picking some flowers.	please	I'd like a taxi for 2.30 p. m., please.
pick up	Be ready at ten and I'll come and pick you up.		You can't please everybody.
picnic	Because the weather is so nice we can have a picnic today.	pleased	Are you pleased with your new flat?
picture	I want to hang some more pictures on the wall.	pleasure	It's been a pleasure to meet you.
pie	Who made the apple pie?	plenty	Don't worry. We have plenty of time.
piece	Would you like one piece of toast or two?	p. m.	Our flight leaves at 4 p. m.
	I need a clean piece of paper.	plus	He's rich, plus he's talented.
pig	Pigs are actually very clean animals.	pocket	I put the money in my pocket.
		poem	Have you ever read any poems by Keats?

point	Could you point me in the right direction? He does have a point though. You shouldn't walk these streets alone at night. You get four points for the last question.	impossible	It's almost impossible to learn a language if you don't practise every day.
point of view	What's your point of view?	post	Did you post this comment on the website? Can you send it by post today, please?
police	Who called the police?	postcard	I think I'll send this postcard to Ann.
police station	They picked him up at the police station.	postman	The postman left the parcel with our neighbour.
policeman	The policeman stopped me for speeding.	postwoman	Alison works as a postwoman.
policewoman	My sister is a policewoman.	pot	The pot is full of water.
polite	The shop assistant was very polite.	potato	How many potatoes do you want?
impolite	Is it impolite to eat only with a fork?	pound	Each ticket costs £49 (forty-nine pounds). I weigh 126 pounds.
political	What's your opinion of the main political parties?	powder	They found white powder in his room and realised it was flour.
politician	He's a real politician. He always tries to avoid answering difficult questions.	power	A lot of people are against nuclear power. We don't have the power to change anything.
politics	I never talk about religion and politics.	powerful	That's a very powerful engine.
pollute	Some factories pollute the environment.	practical	My brother's not a very practical person.
pollution	Too much pollution in the air is not healthy.	practice/practise	I'm out of practice. She practises the piano every night.
pool	There is an outdoor pool and an indoor pool.	praise	They praised him for his good work.
poor	The people here are very poor.	prefer	I prefer coffee to tea.
pop	Her mother hates pop music.	pregnant	Helen was very happy to find out she was pregnant.
popular	What's the most popular sport in your country?	prepare	I need to prepare for my presentation tomorrow.
population	The island has a population of about 95,000.	preparation	These exercises are very good preparation for the exam.
pork	It was sweet and sour pork you said, wasn't it?	present	Did you get a Christmas present from Terry? He's not in the office at present.
port	The ship couldn't enter the port because of the storm.	president	She's president of the company.
portion	The food is good, but the portions are very small.	press	Press the button again. The press always seems to find out what the politicians are hiding.
position	I would do the same in her position.	pretty	We've got some really pretty flowers in our garden. That's pretty good.
positive	I'm a positive sort of person.	prevent	The firemen prevented the fire from spreading.
possess	She possesses such a beautiful voice.		
possible	Would it be possible to change my ticket?		
possibly	Could you possibly help me?		

previous	Oh, I missed the previous episode of the series.	promote	They decided to promote Michael because he was a very good employee.
price	It's the same price for the two of us.	pronounce	How do you pronounce your name?
Prime Minister	Who's the Prime Minister of India?	pronunciation	Her pronunciation was very clear.
Prince	Prince Harry isn't married yet, is he?	proof	They have no proof that he has stolen the documents.
Princess	Once she marries the prince, she will become a princess.	proper	That is the proper way to address her.
principal	Mr Cooper is the school principal.	properly	She didn't complete the task properly.
print	Please print your name in capital letters here. I just want to print this out from the computer.	property	Have you checked at the lost property office?
printer	I need a new printer. This one doesn't work properly.	propose	He proposed to her over a romantic dinner.
prison	He's been in prison for three years.	protect	Don't forget to protect your skin from the sun.
prisoner	As a social worker, I have to visit prisoners in the local prison.	protection	Skin protection is important for your health.
private	Did you go to a private school?	protest	All the neighbors are protesting against the new highway.
prize	I won a prize for this photograph.	proud	Your mother would be proud of you.
probable	It is probable that he will win the competition.	prove	That doesn't prove anything.
probably	You're probably right.	provide	Who's going to provide the food and drinks for the party?
problem	Have you had any problems yet? No problem. I can help you.	pub	Shall we go down to the pub for a drink?
proceed	Are you sure you want to proceed with that course of action?	public	Smoking is not allowed in public buildings. We took a taxi because there was no public transport.
produce	What kind of machines does the company produce?	publish	He has already published several books.
product	They've come out with a new product.	pudding	I'm full. I can't eat any more chocolate pudding.
production	They had to halt the entire production because of the repairs.	pull	Look at the sign. You have to pull the door, not push it!
profession	He's got an unusual profession – he's a stuntman.	pullover	What a lovely pullover!
professional	It's not very professional to arrive late.	punish	People should not be punished for things like that!
profit	They haven't made any profit yet.	punishment	The punishment was not fair.
program/ programme	Can you help me program my computer, please? This computer program is easy to use.	pupil	The pupils at the school all wore uniforms.
progress	Have you made any progress with your work?	purchase	She also purchased a hat. Her purchases totalled thirty pounds.
project	She started working on a new project just the other week.	pure	The restaurant served pure orange juice, which was delicious.
promise	I promised to finish it by Monday. Well, she kept her promise.	purple	I have always liked the colour purple.

purpose	What's the purpose of this exercise? I'm sure you didn't do it on purpose.
purse	I put my tickets in my purse.
push	Can you help me push the car into the garage?
put	Please put the toys back into the box.
put, put	She put a candle on the table earlier today.
put back	Put it back where it was!
put down	I've put my name down for the football team.
put off	I'll have to put our meeting off till next week, I'm afraid.
put on	Put your coat on. It's snowing.
put through	I'll put you through.
put up	Can you put us up for the night?
puzzle	My grandmother enjoys doing puzzles.
puzzled	He looked puzzled because he didn't understand anything.
Q	
qualify	He qualified for the finals.
quality	This coat is expensive, but it's very high quality.
quarter	That takes about a quarter of an hour. It's about three quarters of a mile to my house. It's quarter past ten.
queen	The king and the queen went on a fox hunt.
question	Could I ask you a question? I'm afraid it's out of the question.
questionnaire	Michelle asked me to fill out a questionnaire.
queue	We had to stand in a queue for hours to get tickets for the theatre. We always have to queue for the cinema.
quick	That was a quick answer!
quickly	Thanks for calling back so quickly.
quiet	It's a quiet little village.
quite	It's quite cheap, actually. It's not quite the same thing to me.
quiz	She is really good at quizzes.

R	
rabbit	Our daughter plays with her pet rabbit every day.
radio	Did you hear the news on the radio?
rail	The goods are sent by rail.
railway	Do you know the way to the railway station?
rain	It rained all afternoon. We had a lot of rain at the weekend.
rainy	It's going to be a rainy day.
raise	Raise your hand if you want one.
rare	It's a rare opportunity.
rather	I'd rather go to the theatre on Saturday. It's rather cold this morning, isn't it?
raw	Are the vegetables raw or cooked?
reach	We reached Manchester at 10 o'clock. I've been trying to reach you all day.
react	How did your kids react to the news?
read	I like to read fashion magazines. I haven't read the newspaper yet.
read, read	
ready	Are you ready to order?
real	It's not like that in real life.
really	I don't really know who to talk to. He's really nice.
realise/realize	I never realized that you took these pictures.
rear	The rear window of the car was broken.
reason	What is the reason for your decision?
reasonable	He's quite a reasonable person.
reasonably	It's difficult to find a reasonably priced meal.
receipt	Can I have a receipt, please?
receive	I received the letter on Monday.
recent	In recent times, finding a good job hasn't been easy.
recently	I recently passed my driving test.
reception	There's a message for you at reception.
receptionist	She's working as a receptionist.
recipe	The soup was delicious. Can you give me the recipe?
recognize/recognise	I saw Dave yesterday, but he didn't recognize me.

recommend	Can you recommend a good hotel near the airport?	relief	I felt relief when I saw that he was well.
record	We're going out tonight, so we'll have to record the film.	relieve	I was relieved when I got the test results.
recover	Have you fully recovered now?	religion	What is the main religion in your country?
recycle	We can save many trees when we recycle paper.	religious	Is she a religious person?
red	The police have put up a red sign saying 'Danger'.	rely	I know I can rely on my family.
reduce	After Christmas many stores reduce prices.	remain	Two questions remained unanswered.
reduction	In the last few years, there's been a large reduction in taxes.	remark	I didn't quite understand his remarks.
refer	Whenever I do not understand a word, I refer to the dictionary.	remember	Do you remember Helen?
reflect	The water reflected the clouds.	remind	You remind me of my sister. Please remind me to phone him.
refresh	I had done no algebra since high school, so I had to refresh my memory.	remove	Can you remove your books from my desk, please?
refund	If you're not happy with the product, you can ask for a refund.	rent	You can rent a car at the airport. How much rent do you have to pay for your flat?
refuse	He refused to talk to me.	repair	Can you repair this watch for me, please?
regard	I have always regarded her as a friend.	repeat	Could you repeat the last sentence, please?
regards	Give him my best regards. Kind regards, ...	replace	We need to replace this computer. It's not working.
region	There are many campsites in this region.	reply	Did you get a reply to your letter? He didn't reply to my question.
register	Have you registered for the workshop yet?	report	I read the report in the newspaper this morning. You must report it to your boss.
regret	We regret any inconvenience. He has no regrets about leaving the country.	request	We requested another room, but the hotel was fully booked.
regular	I have a regular nine to five job.	require	Please contact me if you require any additional information.
regularly	I'm taking piano lessons and I have to practise regularly.	reserve	Have you reserved a table for tomorrow?
regulation	What do you think of the new rules and regulations?	reservation	Do you have to confirm the reservation?
relationship	I have a good relationship with my parents.	resign	I could not stand my job anymore, so I decided to resign.
relative	I'm going to visit my relatives in Florida.	resist	I could not resist another cupcake.
relatively	This task is relatively easy.	resource	The greatest resource in the world is oil and it is rapidly running out.
relax	I like to relax by the pool.	respect	It's important to respect the other players.
relaxing	It'll be quite a relaxing Sunday.	respond	How did you respond to her question?
release	He was released from prison early for good behaviour.		
relevant	Please translate the relevant sentences.		

response	My response to her question was to walk away.	risk	You shouldn't take so many risks, it's not worth it.
responsible	I am responsible for my children.		He's always risking his life for other people.
irresponsible	It was very irresponsible of Mrs Burns to leave the children alone all weekend.	risky	That's a bit risky, isn't it?
rest	When she arrives on Friday, she'll want to rest for a little while. What shall we do for the rest of the day? I need a rest from all that sightseeing.	river	How deep is the river here?
restaurant	This is my favourite Chinese restaurant.	road	Turn right at the end of the road.
restore	I'm glad they decided to restore the old theatre.	roast	Are we having a roast dinner today?
result	Have you heard the football results? I lost my wallet, and as a result I had to apply for a new identity card.	rob	They robbed a bank last night.
retire	My mother retired last year.	rock	How far did you throw that rock?
retired	My father's been retired for at least ten years now.	rocket	They were very excited about launching the rocket.
retirement	I'd like to take early retirement if I can.	role	What is his role in the play? Music plays an important role in my life.
return	You can return the shirt if it doesn't fit. They returned to England last week.	roll	We got rolls with jam and honey for breakfast. He rolled his eyes.
reverse	I put the car in reverse.	roof	They didn't fix the roof properly, so now it's leaking.
reward	The best reward for a teacher is a student's success.	room	I'd like a room with a shower. There's not enough room in my office.
rice	The baby ate rice for lunch.	root	The roots of the tree are very deep.
rich	My boss is very rich, he earns double my salary.	roses	Our garden is full of roses.
ride	I ride my horse every day. It was quite a bike ride!	rotten	That apple is rotten. You can't eat it.
ridiculous	Don't be ridiculous! Of course I'll come to your party.	rough	Sandpaper is very rough.
right	That's the right answer. It's the third street on the right. I write with my right hand. You're absolutely right. Is everything all right?	round	There's a large round table in the meeting room. I'd love to travel round the world. He turned round when he heard his name.
ring	Who gave you this ring? It's beautiful.	route	That is the route he takes to work every day.
rang, rung	Has the phone rung since I've been gone?	routine	His normal routine includes one hour at the gym every Saturday.
rise	The sun rises in the east.	row	We managed to get tickets for the front row. They rowed across the lake.
rose, risen	The cost of coffee has risen every year.	royal	Many people wanted to see the royal wedding.
		rubbish	Did you take the rubbish out?
		rude	Young children are sometimes very rude.
		rug	They bought two new rugs for their bedroom.

ruin	The castle is just a ruin now. The storm ruined everything. Don't ruin her chances of getting the job.	all the same	All the same, I think you'd better take a taxi.
rule	Not many people understand the rules of cricket.	sample	I've only seen a sample of her work. I would like to see more of her paintings.
rumour	Don't listen to all the rumours you hear.	sand	My children love playing in the sand.
run	After work, I always go for a run.	sandwich	I wasn't very hungry, so I just had a sandwich at lunchtime.
ran, run	I ran three miles this morning. How often do the trains to Oxford run? My brother runs a small computer firm in Wales.	satisfied	I'm not very satisfied with his work.
run out	I ran out of money last month.	Saturday	They are going to a party next Saturday.
rural	She lives in a rural area.	sauce	How did you make the tomato sauce?
rush hour	I would avoid the rush hour if it's at all possible.	saucer	We need one more cup and saucer.
rust	There was rust all over her tools.	sausage	How many sausages would you like?
S		save	We have to save a lot of money if we want to visit our friends in Australia. The ambulance arrived in time to save the driver's life.
sack	I bought a sack of potatoes at the shop.	say	How do you say that in English?
sad	You look sad. What's wrong?	said, said	They said they wouldn't take any reservations. The church is said to be three hundred years old.
safe	Have a safe journey!	scale	She always uses a kitchen scale when she bakes.
safely	They arrived safely.	scan	You can scan the documents and email them to me.
safety	First, let me give you some safety tips.	scandal	The president quit his job because of the scandal.
sail	They want to sail around the world.	scar	He has a small scar on his wrist from when he was a little boy.
saint	Saint George is the patron saint of England.	scare	The big dog scared me.
salad	What kind of salad would you like?	scary	I found that film really scary, didn't you?
salary	Do you receive a salary or a wage for the work you do?	scenario	I experienced a funny scenario at the park yesterday.
sale	Are there any clothes on sale right now?	scene	The third scene of the play was very sad.
sales	I work in the sales department.	schedule	Jason has the same schedule every day. Let's take a look at the train schedule.
salesman	The salesman is talking to a customer.	school	My daughter goes to a private school.
salesperson	Why don't you ask the salesperson for help?	science	I've always liked science at school.
saleswoman	Hannah works as a saleswoman in a department store.	scientist	He's a scientist and works for NASA.
salmon	They're serving grilled salmon today.		
salt	Would you pass the salt, please?		
same	We both arrived on the same day.		

scissors	Use scissors to cut the herbs into small pieces.	seem	She seems happy, doesn't she? The test wasn't as difficult as it first seemed. It seemed a little strange to me.
score	He scored a goal against the New York Rangers.	seldom	I have seldom seen such an unusual building.
Scotland	Scotland, Wales and England are all part of Great Britain.	select	Select the language you want to use and click OK.
scramble	Would you like some scrambled eggs, too?	self-	The bookstore has many self-help books. Is this a self-service restaurant?
scrap	I just need a scrap of paper.	sell	Is there a shop round here that sells foreign newspapers?
scrape	You need to scrape the bottom of that pan properly.	sold, sold	Have you sold anything today?
scream	She screamed loudly when she saw the spider.	semi-	How do you write a semi-formal letter?
screen	We were sitting too close to the cinema screen.	seminar	Twelve people attended the seminar.
screw	Be careful. The screws are loose on that chair.	send	They'll send you a brochure by post.
script	Who wrote the script for this movie?	sent, sent	Have you sent the invitations?
sea	Do you live near the sea?	senior	As a senior citizen, he can travel on public transport for free.
seaside	We spent the weekend at the seaside.	sense	She has a good sense of humour.
search	An online search found 46 websites.	sensible	It wouldn't really be sensible to wait much longer.
search for	Can you help me search for my glasses? I can't find them.	sensitive	Have you got anything for sensitive skin?
season	Spring is my favourite season of the year.	sentence	I didn't quite understand that last sentence.
seat	We were sitting in the back seat of the car. The train is usually quite full, so it is a good idea to book a seat.	separate	My brother and his wife separated last month. Can we have a separate plate for the cake?
second	The phone rang just a few seconds later. I've been to India for the second time.	September	He's planning to visit me in September.
second-class	Please give me a second-class stamp.	series	Did you see the television series that was on last week?
secondhand	I never buy new cars, I always get them secondhand.	serious	He had a serious accident a few years ago.
secret	This is secret information. Don't tell anyone else.	seriously	Seriously, I don't think we can afford a larger flat. He was seriously injured in the accident.
secretary	I can never find a thing when my secretary's on holiday.	serve	They serve dinner from 6 p.m. to 9 p.m.
section	There are five sections in the book. I have read two.	servant	My brother's a civil servant. He works for the local council.
secure	How secure is your password?		
security	The security guard wouldn't let me go into the building.		
see	I see him every day at work.		
saw, seen	I haven't seen Keith since January. I wasn't going very fast, you see.		

service	British Rail run services to Amsterdam from Liverpool Street and Victoria stations. The service is usually very good here.	sheet	Have you got a clean sheet of paper? The hotel changed the sheets every day.
self-service	Is this a self-service restaurant?	shelf	Put the book back on the shelf, please. You'll find the soap on the second row of shelves.
session	Let's start with a brainstorming session this morning.	shell	The children had a great time collecting shells on the beach.
set	The sun sets in the west.	shelter	They couldn't find shelter before it started to rain.
set, set	We've set a limit to the number of hours our kids can watch TV.	shift	She is working the morning shift today.
sunset	We enjoy watching the sunset on the beach.	shine	The sun shines almost every day in this area.
settle	They travelled all over the world but decided to settle in Canada.	shone, shone	We were lucky. The sun shone for most of our holiday.
seven	My dinner date is at seven o'clock.	ship	She is afraid of water, so she will never go on a ship.
several	There were several people there that I hadn't met before.	shirt	I need a clean shirt.
severe	There might be severe storms this afternoon.	shock	His death was a shock to us all.
sew	Do you know how to sew? There is a button missing on my shirt.	shocked	When the police officer came to my house, I was a bit shocked.
shade	I would prefer to sit in the shade if that's alright with you.	shoe	Take your shoes off before you come into the house.
shadow	I don't know who the man was. I could only see his shadow.	shoot	Thea learned to shoot a gun.
shake	Did he shake hands with you?	shot, shot	A police officer was shot in the leg last night.
shook, shaken	The plane shook because of the wind. He was shaken by the news.	shop	She works in a flower shop in the town centre.
shall	It's warm in here. Shall I turn the heating down? Where shall we go for a meal?	shop assistant	Ask the shop assistant if they have the shirt in another colour.
shame	It's a shame that he can't come to the wedding.	shopping	I need to do a bit of shopping before I go home.
shape	That's a strange shape, isn't it?	shopping bag	I've left my mobile phone in my shopping bag.
share	Let's share this bottle of wine, shall we? Here you are. This is your share.	shore	They were very excited to see the shore line.
shareholder	Shareholders sometimes help make decisions about companies.	short	I saw him a short time ago. These trousers are too short for me. I'm a bit short of money at the moment.
sharp	I need a sharp knife. Have you got one?	shorts	I prefer to wear shorts in summer.
shave	Do you shave every day?	should	Do you think I should call her? We should have enough time to prepare everything.
shaver	He bought an electric shaver.	shoulder	I need a shoulder to cry on.
she	This is Ms Turner. She's our accountant.	shout	He shouted "Stop!"
sheep	We saw lots of sheep while driving through Scotland.		

show	There was a good show on TV last night. Can you show me the way to the swimming pool?	sincerely	Yours sincerely, ...
showed, shown	I showed my passport at the border.	sing	Jenny used to sing in a rock band.
shower	I had a shower when I got home. The weather report says there will be rain showers this evening.	sang, sung	Everyone sang "Happy Birthday".
shut	Shut the door, please.	singer	I'd love to be a professional singer.
shut, shut	Ouch! I've shut the door on my hand!	single	Have you got a single room with a shower? Is he married or single? There are more and more single parents today.
shy	Emily is a shy little girl.	sink	Go and wash the lettuce in the sink.
sick	Christina has been off sick all day.	sank, sunk	The ship sank after the passengers were rescued.
side	There's a nice hotel on the other side of the river. The town is surrounded on all sides by vineyards.	sir	Can I help you, sir?
sight	She lost her sight when she was a small child.	sister	Have you met my sister Kristen?
sights	We went to Rome last year to see the sights.	sit	I don't want my son to sit in front of a computer all day.
sightseeing	If you go to New York, you should start with a sightseeing tour.	sat, sat	She sat next to me.
sign	Why can't the traffic signs be the same in all countries? There were no signs to show me the way. Would you please sign here?	sit down	Can we sit down for moment? I'm tired.
signal	Drive towards the entrance when you see the signal.	site	He spent his summer holidays digging at an archaeological site.
signature	His signature is difficult to read.	situate	The hotel is situated in the historical centre of the city.
significant	They showed significant improvement in their test results.	situation	The situation seems to be getting worse.
silence	They finished their meal in silence.	six	He bought six pairs of black socks.
silk	She received a silk scarf from her aunt.	size	What size shoes do you wear?
silly	Oh, come on. Don't be silly.	skate	I have always wanted to go skating with you. The kids went ice skating last Saturday.
silver	Is this jewellery made of silver?	skiing	Do you want to go skiing this winter?
similar	We both have similar interests.	skill	Good communication skills are very important for this job.
simple	It's a simple plan, but I think it's going to work.	skilful/skillful	My father's very skilful with a camera.
simply	To receive a 20% discount, simply fill in the form and click OK.	skin	I've got very sensitive skin.
sin	Lying is considered a sin.	skirt	She bought a new skirt for the wedding.
since	I haven't seen him since Monday. We haven't been there since I was a boy.	sky	There was a clear sky last night.
sincere	I want to offer you my sincere apologies. I didn't mean to insult you.	sleep	Do the children sleep all night without waking up? slept, slept I slept really well last night. How about you?
		sleeve	Do you have a similar shirt with long sleeves?
		slice	Can I have a slice of toast with jam for breakfast?

slide	There is a nice slide for children in the playground.	social	We still have to solve a large number of social problems.
slight	I think there has been a slight misunderstanding.	social worker	Megan is a social worker in New York City.
slim	You look very slim in that dress.	society	British society changed a lot during the eighties.
slip	She slipped on the ice and fell.	sock	Are you looking for your socks? They're under the bed.
slippery	Be careful! The floor is very slippery.	socket	I'll use this socket and plug my computer in.
slope	He fell and rolled all the way down the slope.	soft	The bed was so soft, I couldn't sleep very well.
slow	Because of the traffic, it was a very slow journey.	software	My husband is a software engineer.
slowly	Could you please speak a little more slowly?	soldier	The government has fewer soldiers than in the past.
small	Tim is very small for his age. Have you got any small change?	solid	He hasn't been able to eat any solid foods for two days now. I am very concerned.
smart	He has always been a smart kid.	solution	I think Tom has found the solution to your problem.
smell	Mmm ... The sauce smells delicious! There was a terrible smell coming in from outside.	solve	Do you think you can solve this problem?
smile	They smiled at the camera. She has a very nice smile.	some	Would you like some more coffee? Some people prefer working from home.
smoke	If you want to smoke, you have to go outside. There was a lot of smoke coming from the factories.	somebody	Somebody sent for an ambulance.
smoker	My grandfather was a heavy smoker.	somehow	Somehow I don't understand what he's talking about.
non-smoker	All my friends are non-smokers.	someone	Is there someone here who could help me?
smooth	The surface of the desk was very smooth.	something	There's something else I wanted to ask you.
snack	I try to avoid having snacks between meals.	sometimes	Sometimes my job is really stressful.
snack bar	Is there a good snack bar round here?	somewhat	That news was somewhat of a surprise.
snow	There hasn't been much snow this year. It's been snowing all night.	somewhere	There is a nice restaurant somewhere near here.
so	I don't think so. I didn't come in because it was so noisy. It was so cold that we couldn't go out. So, how's work going with you?	son	Her son is thirteen years old.
so far	There hasn't been much rain so far this month.	song	I heard my favourite song on the radio this morning.
soap	There was no soap in the bathroom.	soon	I'll see you soon!
soccer	He is one of the world's best soccer players.	as soon as	Let me know as soon as you're ready.
		sooner or later	Sooner or later we'll find a cheaper flat.
		sore	I've got a sore throat.
		sorry	I'm sorry, I didn't mean to wake you up. I am sorry to hear about what happened to you.

sort	If you don't like this sort of film, you don't have to watch it. Aubrey was the sort of person who would help anybody in trouble. It was sort of boring, actually. Please sort these letters into private and official.	speed	There's a speed limit of 50 mph on this part of the road.
soul	He put his entire soul into this project.	spell	How do you spell your surname?
sound	That sounds like a good idea. We heard a strange sound.	spelt, spelt (or spelled)	How is this word spelt again?
soup	Chicken soup is good for your health.	spend	I would like to spend more time with my children.
sour	I'll have sweet and sour pork.	spent	He has spent all his money.
source	The source of the river is further north.	spider	You are not afraid of spiders, are you?
south	Our village is just south of Nottingham. We always spend our holidays in the south of France.	spill	You'll spill the milk if you're not careful.
southern	My cousin lives in southern England.	spilt, spilt (or spilled)	I spilled water on my laptop.
space	It's difficult to find a parking space in town. There's not enough space for 35 people. Have you been to the Air and Space Museum?	splash	Stop splashing the water around!
spare	I wish I had more spare time for my hobbies. I always have a spare pair of glasses in the car.	splendid	This is just splendid news. I can't wait to tell the others.
speak	How many languages do you speak?	split	First, split the muffins in half.
spoke, spoken	Have you spoken to the manager about it?	split, split	They split up after only three months.
special	It was a special offer. There was no special reason for going there.	spoil	Grandparents often spoil children.
specialist	My doctor sent me to see a specialist.	spoilt, spoilt	The weather spoilt our day.
speciality	Grilled salmon is a speciality of the restaurant.	sponsor	The sports team has a new sponsor.
specific	Can you give me specific examples?	spontaneous	Well, you know Brian is a very spontaneous person.
spectacular	That was a spectacular show. I really enjoyed it.	spoon	Do you need a spoon for your ice cream?
speculate	Let's not speculate about the decision. We'll just have to wait and see.	sport	Do you do much sport?
speech	The Prime Minister made an important speech last night.	spray	Don't forget to take some insect spray when you go camping.
		spread	I spread a towel on the grass and sat down.
		spring	We planted these flowers last spring.
		square	I met him by chance in the middle of Trafalgar Square. A square has four equal sides and four right angles.
		squeeze	Squeeze the lemon juice into a bowl.
		squeezed	I love freshly-squeezed orange juice.
		stable	He comes from a very stable family. She led the horse into the stable.
		stack	I think you will find the note under that stack of books.
		staff	The staff are very friendly. I am sure they will help you.
		stage	From our seats we had a good view of the stage.
		stairs	He's just gone up the stairs.

staircase	They had a wooden staircase installed in their house.	stole, stolen	My wallet's been stolen.
stamp	Did you also buy stamps for the postcards?	steam	There was a lot of steam in the bathroom.
stand	He was standing outside the pub. I can't stand people who smoke in restaurants.	steel	The bridge is made of steel.
stood, stood	She stood in the doorway.	steep	The road up to our hotel was quite steep.
stand up	They stood up and shook hands.	step	Let's take one step after another. There are three steps up to the door.
standard	That's the standard procedure.	stew	I cooked a stew for lunch.
star	It was too cloudy to see the stars last night. The Pondview was recommended as a three-star hotel. Who's your favourite film star?	stick	I can't get my dog to fetch the stick.
stare	He has been staring at the picture for a long time.	sticky	He was eating honey on toast, so now his hands are sticky.
start	What time do you start work in the morning? It started snowing when I left for work this morning. I'm having a party next Friday, starting at about eight. Well, that was a good start to the year, wasn't it?	still	Do you still work for the law firm? I think Laura is still in love with Alex.
starter	We ordered some soup and salad for starters.	stir	You need to stir the sauce occasionally.
state	There are 50 states in the US. She's a professor at California State University. The kitchen's in a terrible state. The law states that you cannot smoke in public buildings.	stock	How many books are in stock?
station	Do you know the way to the railway station? The accident happened in front of the police station. Excuse me, is there a petrol station near here?	stomach	My brother suffers from stomach problems.
statistic	The statistics show that sales have gone up.	stomach-ache	He has a stomach-ache at the moment.
status	What is your marital status?	stone	You can't move the big stone by yourself.
stay	We're going to stay at home today. We stayed at a four-star hotel.	stop	I waited for him at the bus stop. It stopped raining an hour ago.
steady	He is a student and doesn't have a steady income yet.	store	There's a new department store in the centre of town.
steak	How would you like your steak?	storm	The road was closed because of the storm.
steal	He didn't steal the money, did he?	stormy	It was a very stormy night.
		story	Is this a true story?
		straight	Go straight down this road and turn right at the traffic lights. I'll call Mr Clarke straight away.
		straightforward	That was a very straightforward answer.
		strange	I had a strange feeling when I walked into the room.
		strangely	Strangely enough, I met the same people again the following year.
		stranger	Sorry I can't help you, I'm a stranger here myself.
		strategy	What's your strategy for finding a good job?
		stream	They decided to camp by the stream.
		street	The drug store is just down the street. We live at 1405 Anthony Street.

strength	You need a lot of physical strength for this job.	sufficient	Those answers should be sufficient for us to make a decision.
stress	A lot of people complain about stress at work.	sugar	I'm trying to eat less sugar.
stressful	It's been a stressful day today.	suggest	I suggest that you see a doctor.
stretch	The cat loves to stretch in the sunlight.	suggestion	Do you have any suggestions for the project, Tina?
strict	He had a very strict upbringing.	suit	That's a nice suit you're wearing. That dress suits you. Tuesday would suit me fine.
strike	We couldn't get home last night because of the rail strike.	suitable	I don't think they've found a suitable flat yet.
stripe	There are stars and stripes on the American flag.	unsuitable	That film is unsuitable for young children.
strong	The horse is strong enough to carry two people.	suitcase	My suitcase got lost somewhere between London and Chicago.
structure	The structure of the text is clear.	suite	There is a single room or a suite still available. Which one would you like?
struggle	It is a real struggle to get the children out of bed in the morning.	sum	A large sum of money has disappeared from the shop.
studio	She was very excited to go to the recording studio.	summer	I'm looking forward to my summer holidays.
study	What did you study at university?	sun	Our cat likes to sleep in the sun.
student	She is a student at New York State University.	sunshine	Let's sit outside and enjoy the sunshine.
stuff	You can find a lot of unusual stuff at a garage sale.	sunset	We decided to watch the sunset on the beach.
stupid	That's a stupid idea.	sunny	It's going to be sunny all weekend.
style	I love the style of that jacket, but I don't like the colour.	Sunday	We never get up before nine on Sundays.
subject	That's a different subject. Let's talk about it tomorrow.	super	What a super idea! Thanks a lot.
substance	Do not mix this substance with water.	superb	We had a superb dinner last night.
suburbs	We now live in the suburbs.	superior	He acts like he is superior to everybody else.
succeed	I am sure she will succeed. She is very skilled.	supermarket	I bought some fresh fruit at our local supermarket.
success	The presentation was a great success.	supervise	I always have to supervise their work.
successful	He's a very successful lawyer.	supper	Would you like to stay for supper?
unsuccessful	The attack on the police headquarters was unsuccessful.	supplement	He takes vitamin supplements every day.
such	This is such an interesting book. You must read it. I've never heard such nonsense. They offer traditional Italian food such as pizza and pasta.	supply	They have a limited supply of bottled water.
sudden	There was a sudden thunderstorm.	support	Which political party do you support? I offered my support for his plans.
suddenly	Suddenly the lights went out.	supporter	This football club has many supporters.
suffer	My brother suffers from stomach problems.		

suppose	I suppose there's nothing we can do now. I don't suppose you can lend me £50, can you? I was supposed to go to the doctor's this morning.	symbol	The lion is a symbol of strength.
sure	Are you sure you don't want to stay for dinner? I'm not sure it's worth visiting. Sure, I'll help you. Please make sure that the doors are locked.	sympathy	You should show her some sympathy. Her cat died yesterday.
surely	Surely you're not going to wear jeans for the concert, are you?	symptom	High fever seems to be the only symptom at the moment.
surface	What is the surface of the moon like?	system	Can you help me set up the music system?
surname	What's your surname?	T	
surprise	It was a nice surprise to see them again.	tab	That night, all the drinks went on Simon's tab.
surprised	I was very surprised to get a letter from him.	table	Good evening, I've booked a table for four. The name's Brown.
surprising	It was surprising how easy it was to find a new job.	tablet	You just need to take one tablet every four hours.
survive	Luckily, all passengers survived the plane crash.	tag	How much is the shirt? It doesn't have a price tag.
suspect	He was the prime suspect in the murder.	take	Take your time, there's no hurry. It takes about an hour to get home. I'm afraid she's not here at the moment. Can I take a message?
swallow	The pill was big, so I had problems swallowing it.	took, taken	I took the fast train.
swear	Grandmother never likes it when I swear around her. I swear that I did not eat the biscuits.	take off	Take off your shoes before you go into the house.
sweat	It was so hot that we started to sweat.	take part in	We didn't take part in the discussion.
sweater	I can't find my blue sweater. Have you seen it?	take place	The meeting will take place at eight o'clock.
sweep	My daughter offered to sweep the floor.	takeaway	There's an Indian takeaway round the corner.
swept, swept	I've swept out the kitchen.	talent	She clearly has talent. She is an amazing artist.
sweet	I'll have sweet and sour pork with rice, please. Would you like some sweets?	talk	Can I talk to you for a moment? We listened to a talk on social problems.
swim	Our son can't swim yet.	tall	He's very tall compared to me.
swam, swum	He swam two miles.	tap	Can I please have some tap water?
swimming pool	Is there a swimming pool near here?	task	She completed the task quickly and accurately.
swimsuit	Don't forget to bring your swimsuit.	taste	I like the taste of coffee. The soup tastes good. What's in it?
switch	Where's the switch for the lamp?	tax	Are taxes high in your country?
switch off	Can I switch off the lights?	taxi	It's late. Let's take a taxi.
switch on	Switch on the TV. It's time for the news.	tea	Can I offer you a cup of tea?
		teach	Jane likes to teach young children.
		taught, taught	Who taught you to swim?
		teacher	Ms Simmons is my son's teacher.

team	Did your team win last Saturday? I like working in a team.	terrible	The weather's been terrible so far this year.
tear	I need a piece of paper. I'll tear a page out of your notebook.	terribly	I'm terribly sorry.
technical	We need a technical expert to help us solve this problem. I've just started a course in Technical English.	terrific	That outfit looks terrific.
technique	There is a certain technique to making pizza.	territory	The dog was marking his territory.
technology	He works in the field of space technology.	test	My daughter passed her driving test last week.
teddy bear	She can't sleep unless she has her teddy bear with her.	text	I can't understand this text.
teen/teenager	He's a teen now. You can't reason with him. When I was a teenager, I had lots of energy.	than	I thought it would cost more than that.
teenage	She has two teenage sons.	thank	Thanks a lot. No, thank you. Thank you. Here's your receipt.
telephone	There's no telephone in this room.	that	Would you like this one or that one? What's that? That's all. Thanks. I can't really say that all this is going to work.
phone	He hung up the phone. I'll phone you tomorrow.	the	The shop is closed. The sooner, the better.
television	What's on television tonight?	theatre/theater	We don't go to the theatre very often.
TV	We've just bought a new TV.	theft	They reported the theft as soon as they noticed it.
tell	Can you tell me how to get to the petrol station? He can tell really good jokes.	their	They parked their car in front of the house.
told, told	I told him to call back later.	theirs	We'll take our car and they can take theirs.
temperature	I think I've got a temperature. What's the temperature today?	them	Yes, the children like them very much.
temple	The ancient Greeks built temples to worship the gods.	themselves	They didn't believe me until they had seen it themselves.
temporary	It's just a temporary solution.	theme	They decided on a princess theme for their daughter's fifth birthday party.
ten	She has ten books she wants to read this summer.	then	First I talked to my boss and then I called you. Alright then. I'll see you later. And then one day I saw him again at the airport.
tend	He tends to forget names.	theory	That's an interesting theory.
tender	The meat is very tender. It just melts in your mouth.	therapy	After the accident, she had to go into therapy.
tennis	There's a tennis match on TV this afternoon.	there	There you are. How do we get from here to there? There's something else I wanted to show you.
tense	I never know whether to use the present or the past tense.	therefore	She was ill and therefore not able to work.
tent	I hate sleeping in tents.		
terminal	He is flying from Terminal 5.		
terminate	The program has crashed; we have to terminate it.		
terrace	Since the weather is nice, they have decided to eat their dinner on the terrace.		

these	Actually I've never visited these places myself. How much do these shoes cost?	throw away	Can I throw these papers away?
they	Matt and Tom are from England but they live in Italy.	thumb	Stop sucking your thumb! You aren't a baby anymore.
thick	The coat is really thick. It will be wonderful for the winter.	thunder	Suddenly there was the sound of thunder.
thief	They were able to catch the thief in time.	thunderstorm	Did you hear the thunderstorm last night?
thin	Is your father ill? He's got very thin.	Thursday	They are having a lunch meeting on Thursday to discuss the project.
thing	There are a few things that I'd like to discuss with you. I didn't hear a thing. Don't worry about this sort of thing.	tick	Please tick the correct answer.
think	Sorry, but I think they just left, Judy.	ticket	Do you have your passport and tickets?
thought, thought	I thought that you had already left.	tidy	I wish I could keep my desk tidy.
think of	I was thinking of going to the cinema. Do you want to come? What do you think of our new colleague?	untidy	My children are so untidy. They never clean their rooms.
thirsty	Is there any apple juice left? I'm thirsty.	tie	I like your new tie!
thirteen	Many people are superstitious about the number thirteen.	tight	These trousers are much too tight.
thirty	He is turning thirty tomorrow.	tights	She had to buy a new pair of tights.
this	This suitcase is mine. I don't think I can make it this morning. Do you want this one or that one?	till	Let's wait till he comes home.
those	Your new jacket goes well with those trousers.	until	Walk down the road until you come to the bridge. I worked until six o'clock.
though	It was quite funny, though. You look as though you've been on holiday.	time	What time did she go to sleep? That was a long time ago. Was that the first time? He does that all the time. At that time they didn't have computers, of course. We go there from time to time, but not really all that often. Have a good time!
even though	I'd still like to go for a walk, even though it's raining.	in time	Thanks to you, we arrived at the airport in time for our flight.
thousand	He won a thousand dollars in the lottery.	on time	The workshop started on time.
threat	Wildfires are always a threat in hot, dry areas.	timetable	Have you got a copy of the bus timetable?
threaten	The man threatened her with a knife.	tin	I bought a tin of chopped tomatoes.
three	They have three beautiful children.	tip	Did you give the waiter a tip?
thrill	Rollercoasters always give me a thrill.	tire/tyre	My car has a flat tire. I need to buy some new tyres for my car.
throat	I've got a sore throat.	tired	Why don't you go to bed if you're so tired? I'm tired of hearing the same old story.
through	I went through the door into the garden.	tissue	Do you have any tissues? I need to blow my nose.
throw	Throw me the ball!		
threw, thrown	He threw the rock into the river.		

title	What's the title of the book you're reading?	topic	The weather's a favourite topic in England.
to	How do I get to Kensington Road? Why don't you go to bed if you're tired? The course runs from Monday to Friday. Explain it to me now, please. It's about a quarter to seven. I'm here to help you. Are you ready to order? I was the first to leave.	total	The total comes to fifty-five pounds.
toast	Do you want one piece of toast or two?	touch	Please don't touch the stove! It's very hot! Keep in touch. Are you still in touch with Richard?
toaster	We should get a new toaster. This one always burns the bread.	tough	The beef was very tough. You couldn't eat it. That's a tough question.
today	What are you doing today?	tour	How much are the sightseeing tours?
toe	He broke his toe playing football.	tourist	We went to the tourist information office to find a suitable hotel.
together	They've been living together for a long time. Do you want to get together on Saturday?	towards/toward	If you walk towards the trees in the park, you will see the lake. I'm going to be in this area again towards the end of the year.
toilet	Where are the toilets?	towel	I had to ask reception to bring clean towels.
tolerate	It's very hot this summer. I can barely tolerate the heat.	tower	We can see a tower on the horizon.
tomato	Do you like tomato soup?	town	Plymouth is a fairly large town. If I were you, I wouldn't drive into town. I'd take the bus. We're eight miles outside of town.
tomatoes	Can I have a pound of those tomatoes, please?	toy	Michael received a lot of toys for his birthday.
tomorrow	I'll call you tomorrow. He's coming back the day after tomorrow.	track	The police can use credit cards to track the movements of criminals.
tone	I didn't like his tone of voice.	tractor	Bob had to buy another tractor for his farm.
tongue	He bit his tongue this morning.	trade	Trade was very bad last year. The book trade would actually interest me very much.
tonight	What are you doing tonight?	tradition	I wish we would keep more of the old traditions.
too	I can speak Spanish, too. The car's too expensive, we're going to sell it next month.	traditional	They are playing traditional Irish music at the pub tonight.
tool	Where are the gardening tools?	traffic	There's a lot of traffic on the road today.
tooth	My tooth hurts.	traffic lights	When you get to the traffic lights, turn right.
teeth	Do you brush your teeth after every meal?	tragedy	There has been more than one tragedy in her family this year.
toothache	I've got terrible toothache.	tragic	They were involved in a tragic incident. One person died.
toothbrush	Don't forget to pack your toothbrush!	trail	This park has lots of really nice hiking trails.
toothpaste	You can buy toothpaste at the chemist's.	trailer	Have you seen the trailer for that director's latest film?
top	Go back to the top of the page.		

train	What time does the train to Brussels leave? Are you going by train? Can you train your dog to fetch the newspaper?	trolley	They had to get a bigger trolley to fit in all the shopping.
trainer	Mark works as a fitness trainer, doesn't he?	trouble	They've had a lot of trouble with their health recently. It'll be no trouble to meet you at the airport.
training	My company has sent me on a computer training course.	trousers	I need a new pair of trousers. These trousers don't go with this jacket.
tram	How did you get here? By tram?	truck	The road was so narrow, we had to follow a truck all the way into town.
transfer	Please transfer the money as soon as possible.	truly	It's truly remarkable that he managed to finish the race.
transform	She was able to transform herself within two years.	trust	I'm afraid I don't trust them anymore.
translate	Could you translate this letter into French for me?	true	Is the statement true or false?
translation	I'd like to work on the translation this afternoon.	truth	Why don't you tell her the truth?
transmit	Can we transmit the information via satellite?	try	I tried to call you yesterday, but you were out. Try using a better pen.
transport	We took a taxi because there was no public transport.	try on	Can I try on this dress?
travel	What's the best way to travel from London to Edinburgh?	try out	She tried out the new software.
traveller	Terry is a world traveller and writer.	Tube	We need to take the Tube into central London.
travelling	He has to do a lot of travelling in his job.	Tuesday	I have Tuesday off from work.
trash	That's just trash. Throw it away.	tummy	She's had a tummy-ache all day.
tray	I'll bring the tea and biscuits on the tray.	tumour	They were able to remove her tumour. She is getting better.
treasure	Treasure all your happy memories.	tunnel	We drove through the tunnel.
treat	They don't treat their employees very well. What was the name of the doctor who treated you?	turkey	Would you like a turkey sandwich?
treatment	As an official visitor, I got special treatment. You often get better treatment if you have private health insurance.	turn	It's my turn now. Turn left into Baker Street. Turn to page fifteen, please.
tree	This room is quite dark because of the trees in our garden.	turn down	Can you turn the music down, please?
trend	This magazine has the latest fashion trends.	turn off	Remember to turn the lights off before you leave.
trick	I can't believe they tricked me into buying this faulty TV. That was a nasty trick.	turn on	I turned on my computer and nothing happend.
trip	We are planning a trip to Iceland next summer.	turn up	I love that song. Can you turn the volume up?
		tutor	Her mother decided to get her an English tutor.
		twelve	She was twelve when her father bought her a horse.
		twenty	She has just turned twenty.
		twin	Have you met Joe's twin sister Theresa?
		two	Can we meet at two o'clock?

twice	I've seen him twice since the party.
type	What type of cheese do you want? How fast can you type?
typical	What's a typical school day like?
U	
ugly	That was a very ugly story.
umbrella	I got wet because I didn't have an umbrella.
uncle	We're going to visit my uncle in Alaska next week.
under	Our dog likes to sleep under the table. Children under twelve travel free. Don't worry, it's all under control.
underground	Most big cities now have an underground railway system.
underline	I underlined the words that I didn't know.
understand	I'm sorry, I don't understand.
understood, understood	I don't think I understood what you meant.
uniform	Most English schoolchildren wear uniforms.
unique	Her ring is unique. You won't find another one like it.
unit	There are 25 air conditioning units still available.
United Kingdom	Passengers travelling to the United Kingdom should contact their airline.
UK	She wants to move back to the UK sometime soon.
United States	I've never been to the United States.
US	Are you a US citizen?
States	Are you planning to go back to the States someday?
universe	Are we alone in the universe?
university	She studied engineering at university.
unless	Unless you don't like pasta, that's what I'm going to make.
unlike	It's unlike you to be so quiet. Is something wrong?
up	He jumped up and down.
update	They call every two weeks to give us an update.
upon	Our plan is based upon a simple idea.

upper	Your seats are in the upper section of the stadium.
upset	I was quite upset when I heard the terrible news.
upstairs	The bathroom is upstairs.
urban	He lives in an urban environment.
urgent	I have an urgent message for Mr Thomas.
urgently	I urgently need your help.
us	Could you lend us your car for the weekend?
use	Can I use your dictionary?
useful	He gave me some useful advice.
useless	This software is completely useless.
used	Is this a used book or a new one?
used to	I used to smoke cigars.
usual	Just print out the letter in the usual way. But as usual, it was nice to visit my brother in Rome again.
usually	Well, this is what we usually do.
V	
vacation	Many Americans only have two weeks of vacation a year.
vacuum	Can you please vacuum the living room?
vague	He only had a vague idea of what he wanted from the meeting.
valid	I think I still have a valid ticket.
valley	We spent our last holiday in the Rhone Valley.
value	This holiday is great value for money. It's 10 days in Italy for only £ 250. I think he really values your friendship.
valuable	He's a valuable member of the team.
van	They had to hire a van to help move all of their stuff.
variety	There was a variety of roses at the flower show.
various	They have taken various trips to America in the last ten years.
vary	Haircuts can vary in cost. It depends on where you are.
vast	A vast landscape lay before them.
vegetable	Would you prefer vegetables or a salad?

vegetarian	Do you have a vegetarian menu?	voluntary	The trainings session is done on a voluntary basis. You don't have to go if you don't want to.
vehicle	They were really excited to try out the off-road vehicle.	volunteer	He is a volunteer with the Red Cross.
version	There are multiple versions of the story.	vote	How did you vote in the last election?
versus	We plan on watching the game tonight. It's Manchester versus Chelsea.	voter	A lot of voters can't decide which party to vote for.
vertical	I like the shirt with the vertical stripes.	voucher	You will receive a voucher for 10 pounds.
very	He had a very interesting idea.	W	
vet	We had to take our dog to the vet.	waffle	How about some waffles for breakfast?
via	They are travelling to America via Britain.	wage	The unions are trying to get wage increases for their members.
victim	There were no victims in the accident.	wait	They stopped and waited for us.
Victorian	He lives in a Victorian town house.	waiter	The service was excellent and we left the waiter a tip.
victory	They had a party to celebrate the victory.	waitress	The waitress at the restaurant was very friendly.
video	She uploaded the video to a web portal.	wake up	Do the children sleep all night without waking up?
view	We had a beautiful room with a wonderful view of the coast.	woke up, woken up	The storm woke me up last night.
village	She grew up in a small village.	Wales	She is from Wales.
violent	A violent storm destroyed at least five houses.	Welsh	Are there any Welsh restaurants in the area?
violin	He has been playing the violin since he was five.	walk	She doesn't like to walk to her sister's, she prefers to go by car. Have you taken the dog for a walk today?
virtual	Here is a virtual plan of the house.		We often go walking at the weekend.
virus	He is feeling quite bad. I am sure he picked up a virus from somewhere.	wall	Our neighbours have built a high wall around their garden.
visa	Barry needs a visa to travel to India.	wallet	I've lost my wallet. I've no idea where it could be.
visible	She has no visible marks on her body from the accident.	wallpaper	She decided to change the wallpaper in her room.
visit	Are you going to visit your friends this weekend? This is my first visit to London.	want	Do you want to take the day off?
visitor	Are there many visitors at this time of year?	war	The two countries were at war for ten years.
visual	The film was a visual masterpiece.	wardrobe	She had to buy a bigger wardrobe as she has so many clothes.
vital	Water is vital to our survival.	warehouse	The company warehouse is located three miles away from here.
vitamin	Oranges are a good source of vitamin C.	warm	It's warm in here. Shall I turn the heating down?
vocabulary	There's a vocabulary list in the back of the book.	warn	The policeman warned us not to leave our car there.
voice	She has a beautiful voice.		
volume	Can you please turn the volume down? The music is too loud.		

	warning	There was a warning sign on the wall.		weekday	On weekdays, it's not allowed to park on this road.
wash		If you want to wash your hands, the bathroom's at the end of the hall.		weekend	Weekend train tickets are usually a little cheaper.
	washing	When do you do your washing?		weekly	I normally do my weekly shopping on Friday evening.
	washing up	Can you help me with the washing up?		weigh	How much do you weigh?
	washing machine	I'm afraid our washing machine has broken down.		weight	I would like to lose some weight. Do you know of a good diet plan?
waste		Let's not waste our time! We produce too much waste these days. We now have containers for waste-paper all over town.		weird	It's weird coming back home after so much time away.
watch		We watched the kids play in the garden. Can you watch my backpack, please? What's the time? My watch has stopped.		welcome	Welcome to England! Welcome back! You're welcome!
water		Can I have some mineral water, please?		well	I'm very well, thank you. She has been very ill but, thankfully, she is well again. He speaks English very well. Well done! Well, what do you think?
wave		She waved goodbye, but we had already left. I like to sit on the beach and listen to the waves.		west	The airport is west of the city. London's theatres are in the West End.
way		Is this the way to the lake? I like the way he explains things.		western	There will be some snow in the western parts of the country.
	by the way	By the way, have you talked to Ms Jones?		wet	Take off your wet clothes and take a hot bath.
we		We've been married for four years now.		whale	When is the best time to go whale watching?
weak		She felt very weak after her long illness.		what	What time is it? I didn't hear what he said. What a great idea! What about a hike in the mountains?
wealth		She never judges people on their personal wealth.		whatever	You can do whatever you want.
wear		He has to wear a suit and tie every day.		wheel	The cart has four wheels.
	wore, worn	She wore an elegant dress when they went to the opera.		wheelchair	My aunt is ill and needs to use a wheelchair at the moment.
weather		What's the weather like in Sydney?		when	When can I talk to him? Call me when you get home.
web		Pete is looking for a job in web publishing.		where	Where did you see that? Is this the shop where we bought the computer? Do you know where we're going?
	website	You can download the brochure from our website.		whether	I don't know whether this is a good idea. I can't decide whether to have a vegetarian burger or a normal burger.
wedding		We still have three months to plan our wedding.			
Wednesday		They have a business meeting on Wednesday.			
week		See you next week! I work a 40-hour week.			

which	Which book do you want? I am not sure which coat is his. He told us a story which made me cry.	wire	There's a wire fence separating the two gardens.
while	Nothing happened while you were on holiday. They let me drive for a while.	wish	Best wishes, ... I wish I could help you.
whiskey/whisky	He showed us how whiskey is made.	witch	She dressed up as a witch for Halloween.
white	I'd like a glass of white wine, please.	with	Do you want to go with us? Why are you angry with me? I'll have a pizza with cheese and mushrooms. I tried to cut the meat with a knife. We stayed with friends.
who	Who told you that? I wonder who tried to call me last night. He wrote a letter to Diane, who was in Europe at the time.	within	Do you live within walking distance?
whole	We ate the whole cake. You don't have to look after her the whole time.	without	He went to England without his wife.
whose	Whose phone is this?	witness	She had been a witness to the accident.
why	Why do you say that? Why don't you just come up here for a minute? Do you know why she doesn't want to see me?	woman	My daughter is a very independent young woman.
wide	The river is very wide here.	women	For some reason, women's football isn't as popular as men's.
wife	I don't think you've met my wife, have you?	wonder	I wonder where we are now? I was wondering whether you could help me. It's a wonder he didn't break every bone in his body, isn't it?
wild	Bears are wild animals.	wonderful	Looks wonderful, doesn't it?
will	He will be happy to hear that. I'll send you the material right away. If it rains tomorrow, we will not go to the park.	wood	All the furniture in our house is made of wood. After lunch we decided to go for a walk in the woods.
won't	He probably won't remember me anyway.	wooden	I prefer wooden furniture.
win	Did you win anything in the lottery last week?	woodwork	That is impressive woodwork. He is very talented.
won, won	I won £5 playing cards last night.	wool	How do you wash this wool sweater?
wind	There was a strong wind last night.	word	He tries to learn ten new words every day. I don't believe a word of what he said.
windy	We had quite a few windy days while we were in France.	work	Do you like this kind of work? My brother's been out of work for nearly a year now. He works for Lloyd's.
winding	The house is at the end of a long, winding road.	worker	You're a fast worker!
window	Just put the flowers by the window.	workshop	She went to a weekend yoga workshop.
wine	Would you prefer white or red wine?	world	He thinks he's the best driver in the world.
winter	We often visit our friends in Austria in the winter.	worry	Don't worry, everything will be fine.
wipe	Wipe your face, you're still dirty.		

worried	He's quite worried about his father.
worth	How much is that car worth? I'm not sure it's worth visiting.
worthwhile	It's was worthwhile for us to go there. We found out a lot of interesting things.
would	Would you wait here, please? I would rather stay home tonight. I thought the tickets would be more expensive. I wouldn't go there if I were you.
wound	Her wound wasn't serious. She didn't even need to go to hospital.
wrap	Could you wrap the present for me, please?
wreck	He wrecked his car in the accident.
write	Could you write the address down for me, please?
wrote, written	He wrote to me almost every day. Have you got any written information about these places?
wrong	I think we're going the wrong way. There's nothing wrong with your car. Something has gone wrong.

Y

yard	And then you walk for about two hundred yards.
yawn	People yawn when then they are tired.

year	My youngest daughter is five years old.
yellow	Lemons are yellow.
yes	He said yes. Yes and no. Yes, certainly.
yesterday	I saw him yesterday. She started her new job the day before yesterday.
yet	They haven't arrived yet. Have you finished your work yet?
you	Ah, there you are, James!
your	Is this your dog?
yours	This is not my pencil. It's yours, I think.
yourself	Did you hurt yourself?
yourselves	Can you boys do it yourselves?
young	She's too young to go out alone.

Z

zero	It's so cold outside today! The temperature must be below zero.
zone	We are now in Zone 1 and we need to get to Zone 4. I parked in a no-parking zone by mistake.
zoo	Isn't it lovely to go to the zoo with one's grandchildren?
zip	The zip on my jacket has got stuck.

3.4 Inventory F – Language Functions

This section contains a list of language functions (speech acts) important for everyday communication. The language functions are grouped into three categories:

- Social interaction
- Information
- Discourse Management

This inventory does not claim to be a complete description of interpersonal communication or an exhaustive list of language functions. It serves to illustrate some of the most important communicative utterances for learners at levels A2 and B1. The language functions should be seen as one of many components within the framework of scenarios. The ability to communicate in everyday contexts also requires, for example, a repertoire of appropriate vocabulary, strategies and structures.

In most cases, the language functions have been represented not by single exponents but in the more dialogic form of “two-liners,” so as to illustrate the interactive character of communication.

A SOCIAL INTERACTION

1 Initiating and developing discourse

a) Addressing someone and reacting to being addressed

(Face to face)

Excuse me.	Pardon?
Mr Clarke!	Yes?
I'm sorry to disturb you, but ...	Yes, how can I help you?
Excuse me please. Have you got a minute?	Yes, certainly.
Can I ask you something?	Yes, go ahead.
I wonder if you could help me?	What can I do for you?
Can you help me?	Yes, of course.

(On the telephone)

Hello, is that Mr Smith?	Yes, speaking.
	No, this is ...
Hello. May I speak to Mr Smith, please?	Yes, just a moment.
I'd like to speak to Alison Brown.	I'll put you through.
Hello, is Mary there?	Sorry, she's not here at the moment.
	No, I'm afraid she's out.
	I'm afraid she's not at her desk right now.

(In a letter or email)

Dear Sir or Madam

Ladies and Gentlemen

Dear Mary

Dear Mr Miller

b) Greeting someone you know and reacting to greetings

Good morning/afternoon/evening.

Hello, Chris.

Hi. How are you?

Hello, how's it going?

It's good to see you again.

Good morning/afternoon/evening.

Hi, Joseph.

Fine, thanks. And how about you?

Very well, thank you.

It's good to see you too.

c) Introductions and responses to being introduced

(Introducing oneself)

My name's Joanna.

I'm Joanna Kingsbury.

Hello, Joanna.

Nice to meet you.

(Introducing someone you know)

This is Matt Taylor.

Do you know Ian?

Have you met John Smith?

You haven't met Sarah, have you?

Let me introduce you to Phil.

Hello, Matt.

Ah, so you're Matt Taylor.

Hi, Ian! Nice to meet you.

No, how are you, Mr Smith?

Nice to meet you, Sarah.

Pleased to meet you.

d) Asking about someone's health and reacting to these enquiries

How are you today?

How are you feeling (today)?

Is anything wrong?

Are you OK?

What's the matter?

I'm OK, thanks.

Fine, thanks.

Not too bad, actually.

I'm fine, thank you.

Much better, thank you.

It could be worse/better.

Not very well, I'm afraid.

No, I'm all right, thanks.

Yes, I'm doing all right, thanks.

Well, actually I've got ...

e) Expressing and responding to best wishes or congratulations

Happy Holidays!	Same to you.
Happy New Year!	Happy New Year!
Happy Birthday!	Thanks a lot.
Congratulations!	Thanks.
Have a nice afternoon/evening/day!	You too.
Have a relaxing holiday/weekend!	Same to you.
Have a good/safe flight!	Thanks.
Good luck to you!	Thanks (I'll need it).
All the best!	Thank you, same to you.
Have a great time!	I'm sure I will.

f) Expressing and responding to compliments or praise

That's a nice dress!	I'm glad you like it.
You're a good cook.	Oh, do you think so? Thank you.
The meal was absolutely delicious.	I'm pleased to hear it.
Well done!	Thank you.
Good job!	Thanks.

g) Expressing and responding to thanks and apologies*(Thanks)*

Thank you very much.	Not at all.
Thanks (a lot).	You're welcome.
Thanks, you've been a great help.	No problem.
That's very kind of you.	Don't mention it.
I'd like to thank you for your help.	My pleasure.

(Apologies)

I'm (very) sorry.	That's all right.
I do apologise.	It doesn't matter.
I must apologise for (coming late).	Never mind.
I'm terribly/awfully sorry.	It can't be helped.
Please forgive me for ...	No problem.
	That's OK. Don't worry about it.

h) Extending invitations/offers and accepting or declining them

Help yourself!	Thanks, I'll do that.
Here you are.	Thank you.
Do come in!	

Would you like a cup of tea?	That's very kind of you. Yes, please. No, thanks.
Can I get you glass of wine?	Well, I'd love a ...
Let me get you another cup of coffee.	(No,) I'm fine, thanks.
Would you like to go to the cinema with me?	Yes, I'd love to.
Are you sure you don't want to come?	That's very kind of you, but ... I'm afraid I can't.

2 Requests

a) Requesting someone to do something and reacting to requests

Excuse me, can you help me?	Yes, what is it?
Excuse me, I'm looking for the library.	It's just behind this building.
Could you tell me the way to supermarket?	Sure, first you need to ...
Excuse me, but is this Cherry Street?	No, I'm afraid not. This is Elm Street.

(Agreeing to a request)

Chris, could you do me a big favour?	Yes, sure. What is it?
Do you have a stamp, by any chance?	Of course. Here you are.
Would you mind opening the door, please?	No, not at all.
Could you give him a message?	I'd be happy to.
Can you pass me the sugar, please?	Here you are.
Do you think you could help me with my bag?	Certainly.
Would it be possible for you to call back later?	Right, that's fine.
I'd like to go home now, if possible.	OK, go ahead.
I'd like you to type this up for me, please.	Yes, of course.

(Declining a request)

No way!
Sorry, I'm afraid I can't.
Forget it!
I'm sorry, that's out of the question.
Sorry, but the answer's no.
No, I'm sorry, I haven't got any time.

b) Requests and responses in a service encounter

I'll have the chicken and chips, please.	Certainly, sir.
Can I have cheese on it?	Yes, of course.
Could you send this letter first class, please?	OK, will do.
I'd like a cab for 2.30 p.m., please.	We can arrange that for you.

c) Asking for advice and advising or warning someone

What would you recommend?

I'd ... (if I were you).

Why don't you ...?

It might be a good idea to ...

What would you do (in my case)?

I think you should ...

My advice is to ...

Would it be a good idea to ...?

Well, if you ask me ...

It would be better to ...

Be careful!

Mind your head!

Watch out!

d) Requesting permission and responding

Can I open the window?

Yes, of course.

May I smoke here?

No, I'm afraid not.

I wonder if I might use your phone?

Sure, here you are.

Do you mind if I bring my boyfriend?

Not at all, go ahead.

Is it all right/OK for me to ...?

That's fine by me.

May I use your toilet?

Of course, it's downstairs.

Can I leave my bag here?

Certainly.

Would it be OK for us to leave a little earlier?

Yes, that would be all right by me.

(Declining)

I'm sorry, you can't smoke here.

I'm afraid you aren't allowed to do that.

Well, actually I'd rather you didn't.

3 Closing discourse**a) Making arrangements to meet**

How about tomorrow evening?

Sure, it's a date.

Can we meet at, say, six?

Yes, that would be OK.

Are you free on Tuesday?

Yes, I think so.

Can we arrange to meet sometime next week?

Sorry, I can't make it then.

What about Wednesday at three?

No, I'm afraid I can't.

Let's get together on Sunday.

Sorry, I'm afraid I've got a lot on that weekend.

Yeah, why not?

Well, actually I've already got something lined up.

b) Saying good-bye

I really must be going.	We'll be in contact.
Have a safe journey/good trip.	Thanks.
Goodbye.	Goodbye.
Bye.	Bye.
See you later.	See you later.
See you around.	Yep.
Good night.	Good night.
Take care.	You too.
Thank you for coming.	The pleasure was mine.
It was nice meeting you.	Till next time/week.
Sorry, but I have to go now.	See you tomorrow.
Keep in touch.	Will do.

In a letter or email

Yours faithfully
 Sincerely
 Best wishes
 Best/Kind/Warm regards
 Take care
 Love
 Yours
 I'm looking forward to hearing from you soon.
 See you soon.

On the phone

I'm sure you have things to do.
 Speak to you later.
 I'll be in touch.
 Thanks for calling.

B INFORMATION**1 Eliciting and giving factual information****a) Eliciting and giving names, definitions, identification**

What is it?	It's/That's/This is a ...
What's that?	It's a kind of ... /It's a sort of ...
	We call it a ...

What's "... " in English?	It's "consequence".
What's the English word for "... "?	"Consequence."
What's it called?	It's called a ...
What's the meaning of "... "?	It means ...
What does "... " mean?	
Who is that?	That's Mr Moore.
Who are they?	They are tourists.

b) Asking for and giving a report or description

What was it like?	It was fantastic.
How did you get on?	Well, it went like this ...
What did they say?	They said that the position was already filled.
Tell me what happened.	Well, first ... I phoned and they said that reservations had to be made in writing.
What did they want to know?	They asked me whether I knew Mr Brown.
What does it say on the sign?	It says that there are road works in town.
What did you tell them to do?	I told them to wait another week.
What did the doctor say?	He said that my leg would get better soon.

c) Enquiring about and giving reasons or causes

Why is that?	It's because nobody has time anymore.
Why must I do that?	'Cos I'm telling you to!
Why are you doing that?	To see if anybody is coming.
What's the reason?	I'm not sure, but ...
What was the cause?	It happened because ...
Why did it happen?	Because of ... Due to ... In order to ...

d) Enquiring about and giving explanations, directions, costs and functions

Please explain what is going on here.	We're having a party!
Can you explain this to me?	Yes, of course. It's quite simple.
How much does this cost?	It's on offer today, only ten dollars.
Could you tell me the way to the post office?	It's just down the street.
How do I get to the hospital?	Turn left and then go straight ahead.
Do you know how to get there from here?	Yes, follow this road and ...
What's this (used) for?	It's for writing.
What do you need that for?	I need it to ...
Can you tell me how this works?	I'll show you.

2 Information on emotions and reactions

a) Enquiring about and expressing happiness/sadness

Are you happy about ...?
 What do you think of ...?
 How do you feel about ...?
 What's the matter? You look unhappy.

(Happiness)

It's great!
 I'm so happy!
 That's brilliant news.
 I just don't know what to say!
 It made my day.
 You were so lucky to ...
 I'm so happy for you.
 I'm really glad.
 I've never felt happier!

(Sadness)

I'm so disappointed.
 I'm feeling rather depressed today.
 I'm really sorry to hear that.
 She felt sad that the holidays were over.
 He was very upset.
 How awful!

b) Enquiring about and expressing pleasure/displeasure

What do you think about the place?
 Do you like your new job?
 Do you like it here?

I love it!
 Oh yes, it's very interesting.
 Yes, I do indeed.

(Displeasure)

I'm not really happy with ...
 I don't like it at all.

c) Enquiring about and expressing regret/sympathy

Do you regret quitting your job?

 Do you feel sorry for her?

Yes, I do rather regret making that decision.
 I have no regrets about it.
 Yes, but I pity the children, too.

(Expressing regret)

I am sorry to say that ...
I regret to tell you that ...
We regret any problems this may cause.

d) Enquiring about and expressing surprise/astonishment

Were you surprised to hear the news?	Amazing, isn't it?
Just imagine! Brian has lost his driving licence.	I can't believe it!
	Are you sure?
It's quite a surprise, isn't it?	Wow!
	Well, I wasn't expecting that, for sure.
	You don't say!

e) Enquiring about and expressing hope

What are your hopes for next year?	I hope to ...
What are you hoping to get for Christmas?	I'm hoping for a new necklace.
Have you found your missing bag?	Not yet. Let's hope that someone will find it soon.
	Hopefully, the plane won't be late.

f) Enquiring about and expressing concern/worry/fear

Are you worried about the future?	Well, I'm a bit concerned about my job.
Are you afraid of what might happen?	Yes, I'm a little worried.
What's the matter? You look worried.	Well, I am a bit anxious, I must admit.
What is your daughter afraid of?	She's afraid of thunder.

g) Enquiring about and expressing disappointment

Are you disappointed with your exam results?	Yes, I was hoping for a better score.
	What a pity!
	How disappointing!
	We were disappointed to find the museum closed.

3 Information on attitudes and opinions

a) Language of interest, urgency and importance

Are you interested in ...?	Yes, I'm interested in ...
Do you like skiing?	Yes, I really enjoy it.
Is cooking one of your hobbies?	No, I don't really like it.
	I'm not so keen on it.
	No, it doesn't interest me at all.

Are you sure you want to go?	No, I'm not really sure.
How do you feel about that suggestion?	Perhaps it might work.
Is it urgent?	Yes, it is very urgent.
How important is it to you?	It must be done at once/as soon as possible/immediately.
Why is it important?	It's important for us to ... It's important that we ...

b) Language of wishes, preferences and intentions

What would you like to do?	I'd like to ...
What do you want to do?	I want to ...
Would you like to ...?	I'd love to.
What do you think is better, this one or that one?	I prefer that one.
What would you prefer – staying in or going out?	I'd rather ... I'd prefer (not) to ...
What is your aim/ambition?	I hope to ...
Are you thinking of going back tomorrow?	No, I'd like to stay another day.
Do you intend to stay the night?	Yes, I think I will.
What are you going to do?	I'm not sure yet.
Have you got any plans?	Yes, I'm thinking of ...
When are you planning to leave?	I'm planning to leave at three o'clock.

c) Language of approval, disapproval and complaints

What do you think about ...?	That's fine/good/nice/not bad.
<i>(Expressing a complaint)</i>	It's too ... It's not ... enough. It doesn't work properly. I'm not at all happy with ... I'm writing to complain about ... I have a complaint to make. There's a problem with ... It just isn't good enough!

d) Language of likes, dislikes and empathy

Do you like ...?

Yes, I do.

I enjoy ... very much.

How do you like ...?

It's very good.

I think it's quite pleasant.

It's very nice.

I'm not so keen on ...

What do you think of ...?

I don't like it very much.

I hate ...

How do you feel about ...?

I don't think much of ...

It's my favourite ...

e) Language of agreement and disagreement

Do you agree?

What's your opinion on this?

You're quite right.

Good idea/point!

I totally agree.

Exactly/Absolutely!

I think ...

Well, in my opinion ...

That's a good idea.

You can say that again!

Do you disagree?

What do you think?

I'm afraid I don't agree.

I'm sorry, I can't agree with that.

I doubt whether ...

In a way you're right, but ...

Oh, come on!

You must be joking!

No way!

Never!

f) Enquiring about and expressing opinions

Have you got any strong opinions on this issue? There's no doubt about it.

What do you think? If you ask me ...

What do you think about ...? In my opinion ...

How do you feel about ...?

I don't really know.

The way I see it ...

I would say ...

It depends, doesn't it?

It doesn't matter much.

I haven't thought about it.

I don't really care.

I couldn't care less.

It's all the same to me.

So what?

Whatever.

I suppose so.

No idea.

Perhaps, could be.

C DISCOURSE MANAGEMENT

1 Using fillers, (sequential) markers and linkers

Well, ...

Kind of ...

You know ...

... err ... um ...

First

Then

After that

Finally

When

Although

And

But

If

Because

Or

However

In addition

As a result

So

2 Changing the topic and interrupting

Anyway, ...

Before I forget, ...

Now, about the ...

Can I ask a question here?

Sorry to interrupt you, but ...

But what about ...?

Could I just mention ...?

3 Turn-taking

So what about you?

Do go on.

As I was saying, ...

That's right, so ...

4 Clarifying and checking the meaning

Could you repeat that, please?

Sorry, what did you say?

You said Friday, didn't you?

Do you see what I mean?

So what you mean is ...?

She's Spanish, isn't she?

Do you mean ...?

Are you saying that ...?

5 Rephrasing

I'll try and explain it again.

Let me start again.

In fact, what I mean is ...

6 Summing up

The main point seems to be ...

So I suppose the answer is ...

Okay, well ...

To put it in a nutshell, ...

On the whole ...

Basically, ...

7 Finishing a discussion

Let's leave it at that.

That's it, then.

I suppose that's all.

Well, we'd better stop here.

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Italiano	telc Italiano A1	telc Italiano A2	telc Italiano B1	telc Italiano B2	
Português			telc Português B1		
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HANDBOOK

ENGLISH A2·B1

telc English A2·B1 is a standardised, dual-level examination which measures general language competence across two levels of the Common European Framework of Reference for Languages (CEFR) using a task-based, communicative approach.

The *telc English A2·B1 Handbook* is designed for teachers who wish to prepare their learners for telc English examinations as well as for examiners, heads of language departments in schools and other ELT professionals.

The Handbook explains the structure and specifications of the examination, together with sample items and details of how the listening, reading, writing and speaking components are assessed alongside the relevant CEFR scales at levels A2 and B1. There are also inventories of topics, grammar and vocabulary that can be used to give those preparing to take the examination the best support possible.

For additional information regarding the telc English A2·B1 examinations for specific target audiences, please refer to the *telc English A2·B1 Business Handbook* and the *telc English A2·B1 School Handbook*.